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State Plan on Aging

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FOR THE STATE OF

MASSACHUSETTS

FOR FISCAL YEAR 19 76

OCTOBER 17, 1975

THIS DOCUMENT SUPERSEDES ANY PREVIOUSLY ISSUED STATE PLAN FOR FISCAL YEAR 1976

Administration on Aging

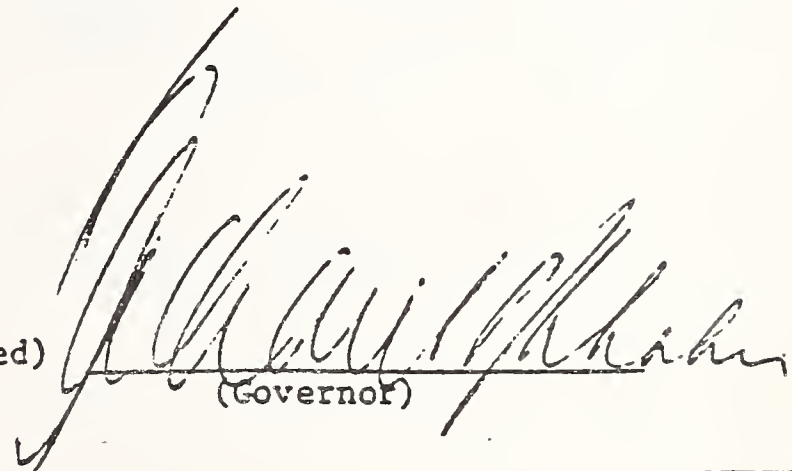
PUBLICATION # 8491-136-150-10-75-CR
Approved by Alfred C. Holland, State Purchasing Agent.

REVIEW AND APPROVAL BY THE GOVERNOR
of
THE STATE PLAN ON AGING

I hereby approve and submit the State Plan on Aging for fiscal year 1976, which includes State objectives and action plans for implementation of the Title III and Title VII Programs and a commitment that the State will carry out these programs in keeping with the provisions of the Act, and all established regulations, policies and procedures.

Oct 2, 1975
(Date)

(Signed)


(Governor)

ATTORNEY GENERAL CERTIFICATION

I certify that the Department of Elder Affairs
(Designated State Agency)

- 1) has the authority to prepare the State plan;
- 2) is the sole State agency responsible for administering the State plan;
- 3) is primarily responsible for coordination of State programs and activities related to the purposes of the Older Americans Act of 1965, as amended.

I further certify that nothing in this State plan is inconsistent with State law.

October 2, 1975

Date


Signature

Attorney General

Title



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STATE AUDITOR SUPPORT ASSURANCE

As State Auditor for the State of Massachusetts

I hereby guarantee that my Office will provide audit

support to Department of Elder Affairs

(Designated State Agency)

in auditing operations of area agencies on aging and

Title VII nutrition projects throughout the State.

September 8, 1975

Date

Charles Buzko

Signature

State Auditor

Title

FY 19 76

CONDUCT OF PUBLIC HEARING(S) ON STATE PLAN

Prior to submission of this State plan for approval, a public hearing(s) on the content of the plan was conducted. The following is a description of how the hearing process and actual hearing(s) were conducted including the method by which public notice of the hearing(s) was given; date(s) and location(s) of the hearing(s); opportunities given to the State advisory committee on aging, area agencies, Title VII nutrition projects, and their advisory councils for prior review of the plan; number and categories of persons in attendance at the hearing(s); method by which State agency reviewed comments and suggestions after hearing(s); changes made in State plan, if any, as a result of meeting(s).

A public hearing on the State Plan was conducted on September 11, 1975, in the Gardiner Auditorium at the State House, Boston.

A news release regarding the public hearing was mailed to each newspaper in the State for publication two weeks prior to the hearing. Complete copies of the plan were mailed to each Area Agency on Aging, each Home Care Corporation, each County Commissioners' office, and each Chairman/Chairwoman of the seven Regional Associations of Councils on Aging. In each instance the recipients of the plan were requested to make it available for interested citizens to study.

A Summary of the State Plan, including the Summary Listing of State Objectives and the Summary Fiscal Allocations, was mailed to each Municipal Council on Aging, each Title VII Nutrition Project Grantee, each Title III Grantee (other than Home Care Corporations), and to other organizations concerned with services for the elderly. The Summary included a listing of places at which the complete plan could be studied.

Additional copies of the complete plan were sent to members of the State Advisory Committee and to 49 organizations suggested by the "Budget Alliance," a group of citizen organizations concerned with government programs and funding.

On September 10, 1975, the State Advisory Committee met to discuss the plan prior to the public hearing. Subsequent to the hearing, on September 16, 1975, the State Advisory Committee met again to review the comments made at the hearing, and to recommend appropriate modifications that should be made in the plan as a result of the hearing.

FY 19 76

CONDUCT OF PUBLIC HEARING(S) ON STATE PLAN

Prior to submission of this State plan for approval, a public hearing(s) on the content of the plan was conducted. The following is a description of how the hearing process and actual hearing(s) were conducted including the method by which public notice of the hearing(s) was given; date(s) and location(s) of the hearing(s); opportunities given to the State advisory committee on aging, area agencies, Title VII nutrition projects, and their advisory councils for prior review of the plan; number and categories of persons in attendance at the hearing(s); method by which State agency reviewed comments and suggestions after hearing(s); changes made in State plan, if any, as a result of meeting(s).

Ninety-seven citizens attended the public hearing. Included among those in attendance were staff and board members of Area Agencies, Title III Grantees, Title VII Nutrition Project Grantees, Home Care Corporations and Municipal Councils on Aging. In addition to the speakers at the hearing, the Department of Elder Affairs received comments in the mail.

As a result of the hearing Objective #15 was added to the proposed plan. Clarification was made in the wording of Objectives #3, #4 and #7 and in the Action Plans because of apparent confusion about the intent of the Department.

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PART I: STATE OBJECTIVES

SUMMARY LISTING OF STATE OBJECTIVES

Objective #1 The eighteen existing Home Care mechanisms will be strengthened by providing additional training and technical assistance, and at least four new Home Care Corporations will be organized during Fiscal Year 1976 in order to serve and maintain independence and dignity for elderly persons requiring assistance.

Objective #2 Four new Area Agencies on Aging will be designated and will operate under approved Area Plans. This means the State will have nine Area Agencies on Aging operating by October 1, 1975. An additional four A.A.A.'s are planned to be implemented by June 30, 1976.

Objective #3 Provisions of Title XX of the Social Security Act, as they apply to elderly, will be implemented through the Home Care Corporations commencing October 1, 1975.

Objective #4 Municipal Councils on Aging will be integrated with Home Care Corporations by increasing their representation on Boards of Directors of the Corporations using timetable which will be finalized by April, 1976.

Objective #5 The contract between the State Agency and the State Department of Education to maximize use and value of United States Department of Agriculture commodity foods will be implemented by December 31, 1975.

Objective #6 A comprehensive winterization program centering on intensive labor and education/advocacy activities, will be developed and initiated no later than December 31, 1975, in cooperation with involved State and local agencies to alleviate the detrimental financial and health related burdens imposed upon low income persons by the energy problem.

SUMMARY LISTING OF STATE OBJECTIVES
(Continued)

Objective # 7 Interagency agreements will be negotiated by April 30, 1976, between the State Agency and the Social Security Administration District Offices, the Massachusetts Rehabilitation Commission, the Boston Area Office of HUD, the Office of State and Federal Resources, and Action. The Agreements will focus on the subjects of Information and Referral, Rehabilitation Services, Nutrition Sites in Public Housing, Management Information Systems, and Volunteer Programs.

Objective # 8 The State Nursing Home Ombudsman will respond to an average of thirty-eight inquiries per month. Tantamount to this ombudsman role, the Project will serve as an advocate for service recipients and service providers, in order to coordinate the existing resources and regulatory agencies to better serve the patient.

Objective # 9 An information system which will support the collection and dissemination of client, service and cost data relative to the Title III and VII programs will be implemented.

Objective # 10 A manual, together with related resource items, setting guidelines and minimal criteria for the provision of Supportive Service under Title VII will be published no later than December 31, 1975.

Objective # 11 The Elder Service Corps will provide between July 1, 1975 and June 30, 1976, one-year volunteer opportunities in community-based social service organizations for 145 people, age 60 and over, 16% of which are minorities. The impact of federal funds will be increased through the participation of enrollees in Title III, VII, and XX programs.

Objective # 12 Health care services for elders will be improved through the Department of Elder Affairs extension of technical assistance to geriatric care training programs and active participation in the planning for the care of chronically medically disabled elders. Information and training materials will be prepared and disseminated to organizations and agencies involved in health care planning for elders by June 30, 1976.

STATE Massachusetts

EXHIBIT I-1

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SUMMARY LISTING OF STATE OBJECTIVES
(Continued)

Objective # 13 A minimum of five models for the delivery of legal services to elders will be developed. Model evaluation, with emphasis on cost-effectiveness and beneficial impact on elders and the legal service delivery system, will be conducted in conjunction with a study of the effect of state and federal laws on the elderly. An action handbook, geared to elders, lay advocates and persons working with elders, as well as recommendations will be prepared by the staff and law students involved in the project.

Objective # 14 A minimum of fifty businesses, industries, labor organizations, and/or other interested organizations will receive assistance in establishing and/or improving Pre-Retirement activities for older employees. Two regional meetings will be convened in Spring of 1976 for persons interested in pre-retirement training.

Objective # 15 By September, 1976, the number of meals served to the elderly by Title VII Nutrition Projects will be increased by at least 2,000 meals per day to a total of at least 8,200 meals per day, an increase of at least 32%.

Objective # _____

Objective # _____

Objective # _____

STATEMENT OF STATE OBJECTIVES

TITLE III

(For each objective complete one set)

Statement of Objective (#1): The eighteen existing Home Care mechanisms will be strengthened by providing additional training and technical assistance, and at least four new Home Care Corporations will be organized during Fiscal Year 1976 in order to serve and maintain independence and dignity for elderly persons requiring assistance.

Rationale for Selection of Objective and Projected Impact,

Especially for Serving Low-Income and Minority Older Persons: Chapter 19A of the General Laws of the Commonwealth requires the State Agency to give high priority to the orderly establishment and maintenance of a home care system. In FY'75, 18 Home Care Corporations delivered direct service to approximately 7,500 individuals, which represents 42% of the estimated target population. It is estimated that an additional 25-30% of the target population could be provided with services when new Home Care Corporations are established.

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 1 Technical assistance will be provided by the State Agency to the established Home Care Corporations in the areas of program management, fiscal management, resource development and evaluation.	Monthly
Step 2 The program service areas in which home care services are not now offered will be listed in priority to determine where the new corporations will be developed.	November 1, 1975
Step 3 Area Agencies on Aging and the State Agency will combine resources to provide technical assistance to community leaders in the new program service areas. This assistance includes organizing non-profit corporations which meet the standards required of Home Care Corporations in order to be eligible for Title III grants.	December 31, 1975

(Attach Continuation Sheets as Needed)

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TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 New Home Care Corporations will receive technical assistance from the State Agency and the appropriate A.A.A. in preparation of Title III implementation grant application for home care programs.	April 15, 1976
Step 5 State Agency Staff will conduct on-site assessment visits to Home Care Corporations to insure that Title XX reimbursable services are provided and that uniform reimbursement procedures are used.	Quarterly
Step 6 Within one month of Title III funding of new Home Care Corporations, State Agency staff will provide technical assistance in developing proper accounting methods.	September 30, 1976
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective (# 2): Four new Area Agencies on Aging will be designated and will operate under approved Area Plans. This means the State will have nine Area Agencies on Aging operating by October 1, 1975. An additional four A.A.A.'s are planned to be implemented by June 30, 1976.

Rationale for Selection of Objective and Projected Impact:

Especially for Serving Low-Income and Minority Older Persons: Federal Regulations require that Area Agencies be designated and operated under approved Area Plans. During Fiscal Year 1975 the State Agency designated five Area Agencies on Aging.

The experience gained during this first year of operation dictated that new approaches should be explored. Based on needs expressed by the Area Agency, the Home Care Corporations and the Western Massachusetts Association of Councils on Aging, it was determined that smaller Planning and Service Areas were required in Region I. The Region was therefore subdivided in five Planning and Service Areas which were defined in the Original Region I.

The new Planning and Service Areas will provide more local identity, and will improve the coordination of services.

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 1 Nine Area Agencies on Aging will be designated in nine of the ten Planning Service Areas of the State.	October 1, 1975
Step 2 Area Plans, for the period of October 1, 1975, to September 30, 1976, will be approved.	October 31, 1975
Step 3 Area Agency on Aging staff will be provided with training to help them carry out their responsibilities.	December 15, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective.</u>	<u>Estimated Date of Completion</u>
Step 4 Site visits will be conducted and Area Agency on Aging assessments made.	Quarterly
Step 5	
Step 6	
Step 7	
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Step 11	
Step 12	
Step 13	



STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective (# 3): Provisions of Title XX of the Social Security Act, as they apply to elderly, will be implemented through the Home Care Corporations commencing October 1, 1975.

Rationale for Selection of Objective and Projected Impact,
Especially for Serving Low-Income and Minority Older Persons:

By the terms of an interagency agreement between the Department of Elder Affairs and the Department of Public Welfare, which is the single state agency administering Title XX, the Department of Elder Affairs will be delivering services, which are reimbursable under Title XX, to eligible elderly persons. This agreement takes effect October 1, 1975.

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 1 The interagency agreement between the Department of Public Welfare and the State Agency will be implemented.	October 1, 1975
Step 2 Service contracts will be executed between the State Agency and the Home Care Corporations	October 1, 1975
Step 3 Individual State Agency Staff will be assigned to work specifically with each Home Care Corporation to insure smooth transition to Title XX services	October 1, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 At quarterly on-site assessments problem areas will be documented and corrective action will be recommended.	Quarterly
Step 5 Training sessions will be conducted by the State Agency to insure coordination between Title III and Title XX funding and services.	September 30, 1976
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	



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TITLE III

(For each objective complete one set)

Statement of Objective (# 4):

Municipal Councils on Aging will be integrated with Home Care Corporations by increasing their representation on Boards of Directors of the Corporations using timetables which will be finalized by April, 1976.

Rationale for Selection of Objective and Projected Impact,

Especially for Serving Low-Income and Minority Older Persons: Responding to the expressed wishes of Councils on Aging, the State Agency intends to give the Councils a greater voice in the implementation of the major component providing services to the elderly throughout the State. This action will also provide an important element of coordination since the Councils now have major input into the decision-making process for Area Agencies on Aging. The Council members are selected by the governmental structure of the city or town and represent all the elderly in the community.

Major Action Steps to Achieve Objective:Estimated Date
of Completion

~~Step 1~~ A program instruction will be issued defining the goal of representation of Councils on Aging on Boards of Directors of Home Care Corporations.

November 1, 1975

Step 2 Newly organized Home Care Corporations will be bound by the program instruction noted above.

November 1, 1975

Step 3 Existing Home Care Corporations will be asked to develop a timetable to meet the requirements of the program instruction.

December 31, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 State Agency Community Coordinators will provide technical assistance to Home Care Corporations in developing the timetables and coordinating with the appropriate Councils on Aging.	December 31, 1975
Step 5 Ongoing training of Councils on Aging will include training on the functions, operations, and responsibilities of Home Care Corporations.	September 30, 1976
Step 6	
Step 7	
Step 8	
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Step 11	
Step 12	
Step 13	



STATEMENT OF STATE OBJECTIVES

TITLE VII

(For each objective complete one set)

Statement of Objective: I-5

The contract between the State Agency and the State Department of Education to maximize use and value of United States Department of Agriculture commodity foods will be implemented by December 31, 1975.

Rationale for Selection of Objective and Projected Impact:Especially for Serving Low-Income and Minority Older Persons:

In line with Federal Legislative intent, the State Agency will take steps to maximize the dollar value of U.S.D.A. commodities in their use in the Title VII program. As most of the projects use catered operations to provide meals, the State Agency will act as an intermediary in establishing the methods for utilization of available foods, and a system of credit for reimbursement to projects. By working with the State Distributing Agency on controls, etc., the State Agency hopes to use the allotted commodities as a method of expanding meal availability to older persons in the State.

Major Action Steps to Achieve Objective:Estimated Date
of CompletionStep 1

A lead role will be played by the State Agency in establishing a working agreement between projects and catering firms around value and credit reimbursement for use of commodities.

October 31, 1975

Step 2

Policies and procedures, which have been developed by the State Agency around use of commodities, will be amplified and adapted to achieve stated objective.

January 31, 1976

Step 3

A working relationship between the State Agency and the Department of Education (distributing agency) will perfect methods of control and monitoring of commodity use and distribution.

March 30, 1976

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective (# 6) A comprehensive winterization program centering on intensive labor and education/advocacy activities, will be developed and initiated no later than December 31, 1975, in cooperation with involved state and local agencies to alleviate the detrimental financial and health related burdens imposed upon low income persons by the energy problem.

Rationale for Selection of Objective and Projected Impact,
Especially for Serving Low-Income and Minority Older Persons:

Improperly winterized dwellings demand 25% more heating fuel, (or approximately an additional \$110.00 yearly) than homes without such structural deficiencies. Relatively minor home improvement will eliminate this excessive consumption and consequently reduce the financial impact upon low income and minority elders targeted as the priority homeowner group for the state wide winterization effort.

The education of elderly consumers on energy matters will increase awareness of conservation methods, pending price increases and/or shortages, and available crisis assistance. The D.E.A. will also participate in the State's Federal Task Force on Energy Needs to insure the inclusion of elderly concerns in this planning program.

Major Action Steps to Achieve Objective:

Estimated Date
of Completion

Step 1 A plan for obtaining Federal and local funds for a winterization program for elderly and low-income persons to be operative this winter, utilizing CAP agencies, Home Care Corporations and other local groups will be jointly developed by the Department of Elder Affairs and the State Executive Office of Communities and Development

November 1, 1975

Step 2 The winterization plan called for in Action Step #1 will be implemented by the Department of Elder Affairs and the State Executive Office of Communities and Development.

June 30, 1976

STATEMENT OF STATE OBJECTIVES

TITLE III

(For each objective complete one set)

Statement of Objective (# 7): Inter-agency agreements will be negotiated by April 30, 1976, between the State Agency and the Social Security Administration District Offices, the Massachusetts Rehabilitation Commission, the Boston Area Office of HUD, the Office of State and Federal Resources, and Action. The agreements will focus on the subjects of Information and Referral, Rehabilitation Services, Nutrition Sites in Public Housing, Management Information Systems, and Volunteer Programs.

Rationale for Selection of Objective and Projected Impact.

Especially for Serving Low-Income and Minority Older Persons: The Administration on Aging's Operational Planning System for Fiscal Year 1976 has as its second objective assisting State Agencies in negotiating and implementing state level inter and intra-agency agreements in a variety of areas. The State Agency already has written agreements with the appropriate agencies in the areas of Adult Services. Public Health Service, Urban Mass Transportation, and Affirmative Action. In the areas of Medicaid, School Lunches for the Elderly, and Community Development, the State Agency has statutory authority by state legislation.

The negotiation and implementation of these agreements will assist the State Agency to exercise its leadership and advocacy role within State government.

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 1 Individual staff members of the State Agency will be assigned to work with specific agencies in negotiating an agreement.	October 1, 1975
Step 2 State Agency staff will outline areas which they feel should be included in the agreements for approval of the State Agency.	November 15, 1975
Step 3 Initial meetings will be held with representatives of the agencies with whom the agreements are to be negotiated, and outlines of the proposed agreement determined.	December 31, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 First drafts of agreements will be submitted to the State Agency Executive for comments.	January 31, 1976
Step 5 Upon approval, the agreements will be signed by the State Agency Executive.	April 30, 1976
Step 6	
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Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

<p>Statement of Objective (<u>8</u>) The State Nursing Home Ombudsman Project will respond to an average of thirty-eight inquiries per month. Tantamount to this ombudsman role, the Project will serve as an advocate for service recipients and service providers in order to coordinate the existing resources and regulatory agencies to better service the patient.</p>	
<p><u>Rationale for Selection of Objective and Projected Impact,</u> <u>Especially for Serving Low-Income and Minority Older Persons:</u></p> <p>The need for an objective agent between complainants and administrative agencies is most clearly evidenced by publically assisted nursing home residents, particularly for those who have no one to speak or act in their behalf. All elderly nursing home residents, however, will be assisted in the receipt and resolution of complaints involving patients' rights.</p> <p>Investigatory and monitoring functions performed by the Project will further contribute to the upgrading of health care provided to residents and the safety of nursing home facilities. Furthermore, the Project will be actively involved with appropriate agencies in the planning and implementation of large scale nursing home regulatory reforms to benefit both service recipients and providers.</p>	
<p><u>Major Action Steps to Achieve Objective:</u></p>	<p><u>Estimated Date of Completion</u></p>
<p>Step 1 A mechanism and staff for the receipt and resolution of complaints involving the human, civil and property rights of nursing and rest home residents will be provided.</p>	<p>Commencing July, 1975</p>
<p>Step 2 The quality of nursing and dietary care provided to nursing home residents and the dietary care similarly provided to rest home residents will be investigated and monitored.</p>	<p>Commencing July, 1975</p>
<p>Step 3 The quality of supportive care and maintenance provided to nursing and rest home residents will be investigated and monitored.</p>	<p>Commencing July, 1975</p>

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective</u>	<u>Estimated Date of Completion</u>
Step 4 The preparation of relocation facilities by the Department of Public Welfare for nursing home residents who are awaiting transfer from decertified facilities will be closely followed.	June 30, 1976
Step 5 The general laws of the Commonwealth of Massachusetts and the regulations and procedures of the Department of Public Health and Public Welfare as they effect the elderly nursing and rest home population will be analyzed.	Commencing July, 1975
Step 6 A compendium of specialized information useful to legal personnel working with the elderly nursing home population will be prepared.	June 30, 1976
Step 7 Rules and regulations of the Department of Public Health in the nursing home field will be reviewed and recommendations forwarded.	Commencing July, 1975
Step 8	
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Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective 1-9 An information system which will support the collection and dissemination of client, service and cost data relative to the Title III and VII programs will be implemented.

Statement for Selection of Objective and Projected Impact

Statement for Selection of Objective and Projected Impact: The implementation of an information system will insure that the data base used to support the decision making process within the State Agency is (1) kept current with the latest requirements imposed by the Administration on Aging; (2) is improved in those areas where weaknesses have been observed; and (3) is integrated, to the extent possible, into an overall State computerized information processing system.

Full or even partial achievement of this objective will produce favorable effects in the overall administration of the Title III and VII programs. The acquisition of accurate and current client, service and cost information will allow for the ongoing evaluation of project operations and the timely response to developing problems.

Major Action Steps to Achieve Objective	Estimated Date of Completion
1 Present Title III reporting requirements will be reviewed and current manual data collection mechanism will be modified.	Nov. 1, 1975
2 Current Title VII reporting requirements will be reviewed and the current manual data collection mechanism will be modified.	Nov. 1, 1975
3 The contract and grant information subsystem will be upgraded in order to facilitate the State Agency's ability to monitor and report on contractor and grantee performance in a more timely manner.	Dec. 31, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Known informational requirements, will be reviewed and, to the extent possible, the State Agency's Title III, VII and XX data collection and processing needs integrated into the State's overall computerization program.	September 30, 1976
Step 5 Initial training for State Agency staff will be conducted on Title XX reporting procedures.	October 3, 1975
Step 6 Training material will be provided and training conducted for Home Care Corporations on reporting instructions and procedures of Title XX	October 15, 1975
Step 7 Technical assistance in implementing Title XX reporting requirements by State Agency staff.	November 15, 1975
Step 8	
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Step 12	
Step 13	

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STATEMENT OF STATE OBJECTIVES
TITLE VII

(For each objective complete one set)

Statement of Objective (#10): A manual, together with related resource items, setting guidelines and minimal criteria for the provision of Supportive Service under Title VII will be published no later than December 31, 1975.

Rationale for Selection of Objective and Projected Impact,
Especially for Serving Low-Income and Minority Older Persons:

During the initial years of operation, the emphasis for Title VII has been placed on meal production and service. The overall goal of the program is to provide access to a full range of services, promoting independent living. By calling for certain minimum standards for delivery of supportive services, and supplying resource materials to achieve them, the State Agency plans to strengthen and foster these services within the projects. By demanding an established level of service provision, a more significant impact on the lives of participants could be expected. Greater utilization of existing resources is also expected, as projects will enlist the aid of local agencies in coordinating and providing service.

Major Action Steps to Achieve Objective:

Estimated Date
of Completion

Step 1 State Agency staff will work through a training subcontractor to develop a technical assistance manual for provision of social services under Title VII, and will submit the draft to the Projects for comments.

August 30, 1975

Step 2 Application process for grantees will include submitting a plan for supportive services based on minimum established standards.

October 1, 1975

Step 3 The final manual, incorporating appropriate changes recommended by the Title VII Nutrition Projects, will be given to the Projects.

December 31, 1975

STATEMENT OF STATE OBJECTIVES
TITLE VII

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 The State Agency will provide training in the use of manual to Title VII Nutrition Projects.	January 1, 1976 to March 31, 1976
Step 5 Modifications in guidelines will be made as appropriate after input from Title VII Nutrition Project Staff and Advisory Councils as the guidelines become operative.	September 30, 1976
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective (# 11): The Elder Service Corps will provide between July 1, 1975 and June 30, 1976, one-year volunteer opportunities in community-based social service organizations for 145 people, age 60 and over, 16% of which are minorities. The impact of federal funds will be increased through the participation of enrollees in Title III, VII and XX programs.

Rationale for Selection of Objective and Projected Impact,

Especially for Serving Low-Income and Minority Older Persons: Pursuant to Chapter 19A, Elder Service Corps enrollees will receive a stipend to cover expenses incurred in the performance of their duties. Volunteers assigned to AAA and CAP agencies throughout the state will provide both services to low-income and minority elders and the source for the required 25 percent local match of federal grants awarded to participating AAA's and CAP's.

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 1 The number of state wide positions to provide match for AAA and CAP agencies will be determined.	October 1, 1975
Step 2 Plans for new enrollee placements will be developed.	November 1, 1975
Step 3 Training sessions for volunteers will be conducted by State Agency Staff in order to increase the volunteer's awareness of the responsibilities and relationships between the State and local Agencies and their constituencies.	January 31, 1976

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Site visits to all agencies and evaluation of volunteer work activities will be conducted.	Semi-Annually
Step 5 Requests of applicant agencies will be reviewed for placement of volunteers in Fiscal Year 1977.	May 30, 1976
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Health care services for elders will be improved through the Statement of Objective (# 12): Department of Elder Affairs extension of technical assistance to geriatric care training programs and active participation in the planning for the care of chronically medically disabled elders. Information and training materials will be prepared and disseminated to organizations and agencies involved in health care planning for elders by June 30, 1976.

Rationale for Selection of Objective and Projected Impact,
Especially for Serving Low-Income and Minority Older Persons:

With the exception of the nursing home and Medicaid programs, the Department of Elder Affairs has no direct authority to intervene in health services for elders. However, health professionals initiating geriatric care training programs have requested input from the Department. State and private agencies, beginning to develop strategies for the care of chronically medically disabled person, have requested the participation of the Department.

The dissemination of health planning and local service development information will enable elders and persons working with elders to intelligently and effectively participate in health planning as provided through new Comprehensive Health Planning and Certificate of Need legislation.

Major Action Steps to Achieve Objective:

Estimated Date
of Completion

Step 1 A liaison with professional health groups and organizations involved in geriatric care training will be established.

October 1, 1975

Step 2 Assistance in the identification of geriatric care issues and the development of appropriate training methodologies will be given.

September 30, 1976

Step 3 Assistance in information collection relative to the care of chronically medically disabled elders in state facilities will be given.

September 30, 1976

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Assistance to appropriate agencies in the development of proper strategies for the care of chronically medically disabled elders, either in state facilities or after deinstitutionalization, will be given.	October 1, 1975 to September 30, 1976
Step 5 Existing laws and regulations providing opportunities for elders to participate in health planning on the local level will be reviewed.	December 31, 1975
Step 6 Organizing and/or carrying out the training of individuals involved in health planning activities will be implemented.	September 30, 1976
Step 7 A regular procedure for sharing information between the state agency and individuals involved in health planning on the local level will be developed and implemented.	September 30, 1976
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

A minimum of five models for the delivery of legal services to (=13) elders will be developed. Model evaluation, with emphasis on cost-effectiveness and beneficial impact on elders and the legal service delivery system, will be conducted in conjunction with a study of the effect of state and federal laws on the elderly. An action handbook, geared to elders, lay advocates and persons working with elders, as well as recommendations will be prepared by the staff and law students involved in the project.

Rationale for Selection of Objective and Projected Impact:Especially for Serving Low-Income and Minority Older Persons:

Although legal service agencies have been operative for several years, rarely have these delivery systems been able to provide adequate legal service to elders. Additionally, elders have seldomly used legal services, primarily due to an unawareness of the legal remedies available.

The Legal Service Project will have a positive impact on elders, the legal service delivery system and the law itself as it affects elders. The evaluation of the models for the delivery of legal services to elders, particularly in the areas of probate, discrimination, deinstitutionalization, housing and consumer protection, will allow the Department to make recommendations relative to reimbursement mechanisms, program design, and cost-effectiveness for legal services. Special attention will be paid to those low income elders who require legal services which relate to these area models. The analysis of laws, regulations and procedures will not only allow material to be developed to improve the legal treatment and understanding of elders, but will also allow for the issuance of recommendations pertaining to necessary changes in the laws and regulations. Involvement of law students in the project will provide both valuable experience to the individuals and necessary stimulus to universities and law schools for more training in the field of elder affairs.

Major Action Steps to Achieve Objective.Estimated Date
of Completion

Step 1 Law schools and other resources will be contacted, and law students will be assigned to the project.

October 1, 1975

Step 2 Procedures, methodologies, and evaluation criteria will be developed.

November 1, 1975

Step 3

Federal and State Laws will be analyzed, and a compendium of legal information useful to elders and people working with elders will be developed.

May 31, 1976

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TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Information and advice will be provided, including legal services, in the Title XX Annual Comprehensive Services Plan for FY 1977.	March 31, 1976
Step 5 Models for delivering legal services to elders will be evaluated in the field.	May 31, 1976
Step 6 Evaluative reports will be prepared on the above.	September 30, 1976
Step 7 An action manual of advice and information relative to the problems of elders will be produced.	September 30, 1976
Step 8 Recommendations for reforming laws and regulations will be developed, options will be presented for the expansion and/or improvement of legal services for elders.	September 30, 1976
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

FY 19 76Page 1 of 2STATEMENT OF STATE OBJECTIVES
TITLE III

(For each objective complete one set)

Statement of Objective (#14): A minimum of fifty businesses, industries, labor organizations, and/or other interested organizations will receive assistance in establishing and/or improving Pre-Retirement activities for older employees. Two regional meetings will be convened in Spring of 1976 for persons interested in pre-retirement training.

Rationale for Selection of Objective and Projected Impact,Especially for Serving Low-Income and Minority Older Persons:

Many of the problems associated with retirement, both social and economic, can be alleviated through careful planning and preparation. Not only are pre-retirement programs efficient and effective ways to prevent problems from occurring, but also they are a service that can be provided by industry or labor at low cost and with high benefits to the employee or member.

A large number of organizations in Massachusetts have expressed interest in pre-retirement training, and need only appropriate information and assistance to develop good programs. This information and assistance can be offered by the state agency without incurring large program costs.

Major Action Steps to Achieve Objective:Estimated Date
of Completion

Step 1 Pre-retirement material will be collected and reviewed by the State Agency. A concurrent review of existing pre-retirement programs will be conducted.

November 1, 1975

Step 2 Outreach to appropriate organizations will be conducted by means of written material which will be prepared and sent to interested parties by the State Agency.

December 31, 1975

Step 3 Planning for regional meetings will begin.

November 1, 1975

STATEMENT OF STATE OBJECTIVES
TITLE III

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Regional meetings will be held.	March 1, 1976 to May 30, 1976
Step 5 Issues and problems raised in the regional meetings will be analyzed and methods of resolution will be recommended by the State Agency.	September 30, 1976
Step 6 Technical Assistance will be provided by the State Agency to organizations that wish to initiate, expand or refine pre-retirement programs.	September 30, 1976
Step 7 An analysis of the success of the technical assistance provided by the State Agency will be made and recommendations for improvement in the future developed.	September 30, 1976
Step 8	
Step 9	
Step 10	
Step 11	
Step 12	
Step 13	

STATEMENT OF STATE OBJECTIVES
TITLE VII

(For each objective complete one set)

Statement of Objective (# 15): By September, 1976, the number of meals served to the elderly by Title VII Nutrition Projects will be increased by at least 2,000 meals per day to a total of at least 8,200 meals per day, an increase of at least 32%.

Rationale for Selection of Objective and Projected Impact,
Especially for Serving Low-Income and Minority Older Persons:

There are 925,000 elderly in Massachusetts eligible for service under Title VII regulations. During Fiscal Year 1975, 50,000 of the elderly were reached by Title VII Nutrition Projects. The State Agency anticipates reaching at least 65,000 of the eligible elderly with the higher per day meal count.

Title VII authorized funding levels increased in Fiscal Year 1976 from \$2.8 million to \$4.2 million. A 50% increase in authorized funding level will increase the number of meals served by at least the 32% noted in the statement of the objective.

Approximately 95% of the authorized funding will be used to refund and expand the areas of the existing Title VII Nutrition Projects. The balance will be awarded to new Projects.

Major Action Steps to Achieve Objective:

Estimated Date
of Completion

Step 1 The improvement and expansion plans of the existing Title VII Nutrition Projects will be analyzed and technical assistance in these areas will be given by State Agency Staff.

October 1, 1975

Step 2 The eighteen existing Title VII Nutrition Projects will be refunded with expanded Project Areas.

October 1, 1975

Step 3 Three new Title VII Nutrition Projects will be funded.

November 30, 1975

STATEMENT OF STATE OBJECTIVES
TITLE VII

(Continued)

<u>Major Action Steps to Achieve Objective:</u>	<u>Estimated Date of Completion</u>
Step 4 Within one month of funding new projects, State Agency Staff will provide assistance in setting up accounting procedures in conformity with state and federal laws and regulations.	December 31, 1975
Step 5 Staff of new projects will be trained to insure efficient start up of programs.	December 31, 1975
Step 6 On site assessments of Title VII Nutrition Projects will be conducted by State Staff.	Quarterly
Step 7 Within one month of on site assessments State Agency Staff will recommend corrective actions as needed.	Quarterly
Step 8 Technical assistance will be provided to Title VII Nutrition Project Staff relating to nutrient standards maintained by the Projects.	September 30, 1976
Step 9 All reports and resources relating to Title VII will be reviewed for planning purposes.	September 30, 1976
Step 10 The State Agency will provide technical assistance on potential alternate funding sources.	September 30, 1976
Step 11	
Step 12	
Step 13	

PART II: ACTION PLANS

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART A - TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing <u>technical assistance</u> to the programs and activities to be supported under <u>Title III</u> .		
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>	
Step 1 Community Coordinators are assigned to each Planning and Service Area to provide technical assistance to Area Agencies, including those which have been combined with Home Care Corporations, and to help coordinate the activities of the State Agency, the Area Agency and the local agencies	October 1, 1975	
Step 2 State Agency staff will make technical assistance visits to Area Agencies at least quarterly in order to assist the Area Agencies in implementing the Area Plan.	Quarterly	
Step 3 Program development staff are assigned to work with individual Home Care Corporations to assist the Corporations in providing Title XX services.	October 1, 1975	
Step 4 The State Agency will issue Program Instructions to Home Care Corporations defining rules and regulations for providing Title XX services to elderly	commencing October 1, 1975	

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART A - TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing <u>technical assistance</u> to the programs and activities to be supported under <u>Title III</u> .		
<u>Major Action Steps</u>		<u>Estimated Date of Completion</u>
Step 5 The Program Development staff will review and explain all required reporting procedures relating to Title XX, so that the flow of reimbursable funds will be expedited.		commencing October 1, 1975
Step 6 At monthly training meetings Area Agency staff will be asked to point out areas in which they feel technical assistance is needed.		Monthly
Step 7 Technical Assistance site visit reports will be reviewed by appropriate supervisory staff.		September 30, 1976
Step 8 The State Agency will provide technical assistance to Area Agencies specifically aimed at assisting them in developing joint working agreements with other agencies.		May 30, 1976

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing <u>technical assistance</u> to the programs and activities to be supported under <u>Title VII</u> .		
<u>Major Action Steps</u>		<u>Estimated Date of Completion</u>
Step 1 Via Contract with the New England Gerontology Center, the State Agency will provide "on-demand" technical assistance to projects, as well as some group training around selected areas, e.g. site managers		September 30, 19
Step 2 Technical Assistance will also be directly provided by State Agency staff, focusing on areas of grants management, program development, and supportive services		June 30, 1976
Step 3 As new projects are funded, the State will provide specialized training "packages" in specific program areas, as initial orientation to the new project management,		December 31, 197
Step 4 State Agency staff will provide technical assistance to Title VII Nutrition Projects as needed throughout the fiscal year.		September 30, 19

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR TECHNICAL ASSISTANCE

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing <u>technical assistance</u> to the programs and activities to be supported under <u>Title VII</u> .			
<u>Major Action Steps</u>			<u>Estimated Date of Completion</u>
Step 5 Current problem areas noted in site visits will be documented and technical assistance provided to overcome these problems,			September 30, 1976
Step 6 Within one month of awarding new grants, the State Agency will provide technical assistance to project staff in setting up accounting procedures.			September 30, 1976
Step 7 At monthly training sessions, Title VII Nutrition Project Staff will be asked to point out areas in which they feel technical assistance is needed.			monthly
Step 8 In-service training will be designed to increase State Agency staff skills in techniques of technical assistance.			September 30, 1976

(Attach Continuation Sheets as Needed)



ACTION PLAN FOR ASSESSMENT
PART A--TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under <u>Title III</u> .		
<u>Major Action Steps</u>		<u>Estimated Date of Completion</u>
Step 1 Site visits to assess Area Agencies will be conducted by State Agency staff to determine the rate of achievement of Area Agency goals.		Quarterly
Step 2 Area Agencies will be provided with a tool for assessing grantee agencies and advised on its proper use.		December 31, 1975
Step 3 The State Agency will provide continual supervision of Area Agencies, by means of training and site visits, to insure compliance with Federal and State regulations and with approved Area Plans.		September 30, 1976
Step 4 Home Care Corporations will be assisted by State Agency staff to maximize use of Title XX benefits.		September 30, 1976

ACTION PLAN FOR ASSESSMENT
PART A--TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title III.	
Major Action Steps	Estimated Date of Completion
Step 5 Site visits will be made of Title III grantee agencies to determine what assistance Area Agencies require in monitoring and assessing grantee program.	Quarterly
Step 6 A revised guide for assessing Area Agencies will be issued by the State Agency.	November 30, 1975
Step 7 Reports of all site visits and recommendations resulting from such visits will be provided to the Area Agency in a maximum of one month from the date of the site visits.	Commencing October 1, 1975
Step 8 A meeting with Area Agency Advisory Council members will be conducted as part of the assessment visits.	Quarterly

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR ASSESSMENT
PART A--TITLE III

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title III.	
Major Action Steps	Estimated Date of Completion
Step 9 If necessary, State Agency staff will visit the Area Agencies to discuss the assessments and to provide technical assistance needed to carry out corrective action.	September 30, 1976
Step 10 Problem areas, achievements and unmet needs will be identified for use in the objective setting process for Fiscal Year 1977.	
Step	
Step :	

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR ASSESSMENT
PART B--TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title VII.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
<p>Step 1 State Agency staff will conduct quarterly on-site evaluations of Title VII Nutrition Projects using an assessment tool based on Federal guidelines and regulations. Projects will also be evaluated on success toward achieving objectives that were established as part of the application process.</p>	Quarterly
<p>Step 2 An instrument to be completed by Title VII Project Advisory Council members will be developed by the State Agency for purposes of assessing the impact and effectiveness of the Councils.</p>	December 31, 1975
<p>Step 3 The State Agency will also employ the expertise of the training subcontractor as a supplementary assessment vehicle in areas designated as needed intensive review.</p>	September 30, 1976
<p>Step 4 Reports of all site visits and recommendations resulting from such visits will be provided to the Title VII Nutrition Project in a maximum of one month from the date of the site visits.</p>	September 30, 1976

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR ASSESSMENT
PART B--TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to assessing the programs and activities to be supported under Title VII.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 5 If necessary, State Agency staff will visit the Title VII Nutrition Projects to discuss the assessments and to provide technical assistance needed to carry out corrective action,	September 30, 1976
Step 6 A meeting with Project Advisory Council members will be conducted as part of the assessment visit.	Quarterly
Step 7 Problem areas, achievements and unmet needs will be identified to assist in the objective setting process for Fiscal Year 1977.	June 30, 1976
Step	

(Attach Continuation Sheets as Needed)



ACTION PLAN FOR COORDINATION

EXHIBIT
Page 1 of 1

STATE Massachusetts

FY 19 76

PART A - TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

Major Action Steps	Estimated Date of Completion
<p>Step 1 The Joint Agency Housing Task Force, consisting of the Department of Community Affairs, the Massachusetts Housing Finance Agency, and the Department of Housing and Urban Development will be formed by the State Agency to assist in the development of housing policy that affects elders.</p>	<p>monthly</p>
<p>Step 2 Proposals for Federal funds and related documents will be reviewed by the State Agency through the State A-95 Clearinghouse.</p>	<p>September 30, 1976</p>
<p>Step 3 A working agreement with the State Economic Opportunity Office will be supplemented to improve coordination and joint planning efforts between Home Care Corporations and Community Action Agencies.</p>	<p>September 30, 1976</p>
<p>Step 4 Submission, plans and proposals relative to State-aided elderly housing will be reviewed by the State Agency.</p>	<p>September 30, 1976</p>

(Attach Continuation Sheets as Needed)

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

Major Action Steps	Estimated Date of Completion
<p>Step 5</p> <p>Standards for construction, regulations for management and tenant selection, and resource allocation plans relative to State-aided elderly housing will be reviewed.</p>	<p>September 30, 1976</p>
<p>Step 6</p> <p>The State Agency will participate in the planning of at least one congregate living facility for elders.</p>	<p>September 30, 1976</p>
<p>Step 7</p> <p>Area Agencies on Aging and Councils on Aging will be assisted to become effectively involved in housing planning in their districts and communities.</p>	<p>June 30, 1976</p>
<p>Step 8</p> <p>Regulations of the Department of Public Welfare relative to assistance payments, social services, and medical assistance for elders will be reviewed.</p>	<p>September 30, 1976</p>

(Attach Continuation Sheets as Needed)

PART A -- TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 9 Proposals for services to elders under the Donated Funds Programs will be reviewed by the State Agency.	September 30, 1976
Step 10 The State Agency will participate in all planning activities relative to developing an Annual Comprehensive Service Plan under Title XX of the Federal Social Security Act.	October 1, 1975 and September 30, 1976
Step 11 Services provided under Title XX will be monitored by the State Agency in conjunction with the Executive Office of Human Services.	September 30, 1976
Step 12 The State Agency will participate in meetings of the Medicaid Advisory Council to provide advice and counsel to the Medicaid Division of the Department of Public Welfare.	Monthly

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR COORDINATION

MASSACHUSETTS
1976

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PART A - TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
<p>Step 13</p> <p>A working liaison will be developed with the Executive Office of Manpower Affairs for the purpose of planning improved manpower programs for elders.</p>	<p>December 31, 1975</p>
<p>Step 14</p> <p>An inter-agency agreement will be developed with the Massachusetts Rehabilitation Commission to establish joint planning and review and comment activities.</p>	<p>March 31, 1976</p>
<p>Step 15</p> <p>A working agreement will be developed with ACTION for the purpose of joint planning and information sharing relative to volunteer programs for elders.</p>	<p>March 31, 1976</p>
<p>Step 16</p> <p>An inter-agency agreement will be developed with the Social Security Administration for the purpose of coordinating information and referral activities.</p>	<p>December 31, 1975</p>

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR COORDINATION

PART A - TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
<p>Step 17</p> <p>A written agreement will be developed with the Office of Federal-State Resources for the purpose of coordinating the development of management information systems.</p>	<p>December 31, 1975</p>
<p>Step 18</p> <p>A working relationship will be developed with the Office of Children for the purpose of attempting to provide opportunities for elders to work in Day Care Centers and other programs for children.</p>	<p>June 30, 1976</p>
<p>Step 19</p> <p>The State Agency will continue to work with the Federal Executive Board/Federal Regional Council Task Force in Aging, to coordinate activities in information and referral, pre-retirement, and the review of inter-agency working agreements.</p>	<p>monthly</p>
<p>Step 20</p> <p>A reporting and monitoring system for projects funded under the U.M.T.A. 16(b)(2) program will be developed jointly with the Executive Office of Transportation and Construction.</p>	<p>June 30, 1976</p>

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR COORDINATION

STATE Massachusetts

FY 19 76

PART A - TITLE III

EXHIBIT II
Page 6 of 7

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

Major Action Steps	Estimated Date of Completion
<p>Step 21</p> <p>Coordinate the screening and selection of grantees for funding under the UMTA 16(b) (2) program with EOTC</p>	<p>Commencing October 1, 1975</p>
<p>Step 22</p> <p>Disseminate information on the availability of UMTA 16(b) (2) funds and other transportation funds to the Area Agencies on Aging</p>	<p>December 31, 1975</p>
<p>Step 23</p> <p>Train the Area Agencies on Aging and Councils on Aging to participate in transportation planning on the local level</p>	<p>December 31, 1975</p>
<p>Step 24</p> <p>Assist Area Agencies on Aging to establish liaison with Regional Planning Agencies and Transportation Planning Advisory Groups</p>	<p>December 31, 1975</p>

PART A -- TITLE III

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities which will provide for the coordination of State planning and service activities and programs related to the purpose of Title III.

<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
<p>Step 25</p> <p>Standards to determine how Regional Transit Authorities can best meet the needs of elders will be developed jointly with the Executive Office of Transportation.</p>	<p>December 31, 1975</p>
<p>Step 26</p> <p>Area Agencies on Aging will be assisted to monitor existing Title III funded transportation programs.</p>	<p>December 31, 1975</p>
<p>Step</p>	
<p>Step</p>	

(Attach Continuation Sheets as Needed)

STATE Massachusetts

FY 19 76

PART B - TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical coordination to the programs and activities to be supported under Title VII.

Major Action StepsEstimated Date
of Completion

Step 1 State agency will work toward a service integration of Home Care and Title VII operations in an effort to consolidate administrative functions, and provide for greater service coordination. This will be accomplished in part by policy statements and necessary changes in grantees, and by ongoing technical assistance by the State agency.

September 30, 197

Step 2 State agency in conjunction with the State Department of Education, will move toward making maximum utilization of all

Step 3 In selected cases, the State agency will foster project development in line with the AOA agreement with HUD. This will include using Elderly Housing facilities for both food preparation and service meals.

January 31, 1976

Step 4 Title VII Nutrition Project, with State Agency assistance, will take steps to obtain social services through other programs when possible. Such steps may include, but will not be limited to cooperative agreements with Area Agencies and other Title III Projects.

September 30, 197

(Attach Continuation Sheets as Needed)

PART B — TITLE VII

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to carry out those activities related to providing technical coordination to the programs and activities to be supported under Title VII.

Major Action StepsEstimated Date
of Completion**Step 1**

When practical, Title VII Nutrition Projects will be assisted by the State Agency in arranging for cooperative purchase of supplies

September 30, 1976

Step 2**Step 3****Step 4**

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR INFORMATION AND REFERRAL SOURCES

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to further promote development of information and referral sources with a view toward achieving the long range goal identified by the Administration on Aging.

Major Action StepsEstimated Date
of Completion

Step 1 The Area Agencies on Aging and the Designated Information and Referral Agencies will receive additional training and technical assistance from the State Agency in order to improve the level of services offered.

December 15, 197

Step 2 Standards of the State Agency relating to Information and Referral performance that exceed the standards mandated by AOA-PI-75-9 will be integrated with the Federal requirements. A monitoring and assessment guide, similar to the guide offered in AOA-IM-75-10, will be developed by the State Agency and used by the State Agency and the Area Agencies to evaluate and upgrade Information and Referral services.

December 15, 197

Step 3 State Agency staff will assist Area Agencies in monitoring and assessing designated Information and Referral Agencies.

Quarterly

Step 4 The State Agency will continue to compile resource material and make it available to Area Agencies and designated Information and Referral Agencies in order to keep existing resource directories updated.

September 30, 197

(Attach Continuation Sheets as Needed)

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to further promote development of information and referral sources with a view toward achieving the long range goal identified by the Administration on Aging.

Major Action Steps

Estimated Date
of Completion

Step 5 New opportunities and services available to elderly will be analyzed by State Agency Staff and appropriate information will be disseminated through the Information and Referral network.

September 30, 1976

Step 6 The State Agency will continue to coordinate the Information and Referral activities of Area Agencies, Home Care Corporations, other Title III grantees, Title VII Nutrition Projects and Municipal Councils on Aging.

September 30, 1976

Step 7 Area Agencies and Designated Information and Referral Agencies will be assisted by the State Agency in enhancing Information and Referral services through increasing outreach, improving escort and transportation services, and establishing telephone reassurance programs.

September 30, 1976

Step 4

(Attach Continuation Sheets as Needed)

FY 1976

Pg. 1 of 2

**ACTION PLAN FOR INVOLVEMENT OF STATE ADVISORY COMMITTEE ON AGING
AREA AGENCY ON AGING ADVISORY COUNCILS AND NUTRITION PROJECT COUNCILS**

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to involve the State advisory committee area agency and nutrition project councils in development and implementation of State plan, area plans and nutrition proposals respectively.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 1 The Area Agencies on Aging will be advised to have a Grant Review Committee elected by the Advisory Council to recommend to the Area Agency action regarding Title III grant applications.	December 31, 1976
Step 2 Area Agencies will be required to make provision for involvement of the Advisory Council in the development of the Area Plan, and for consideration of the Area Plan by the Advisory Council prior to the public hearing and again after the Public Hearing and prior to its submission to the State Agency.	September 30, 1976
Step 3 The State Agency will conduct orientation sessions for each Area Agency Advisory Council, and each Nutrition Project Advisory Council to update Council members on Federal and State rules and regulations pertaining to programs for the elderly.	May 30, 1976
Step 4 The State Advisory Committee will be involved in the development of the State Plan, and will consider and comment on the proposed State Plan prior to the Public Hearing, and again after the Public Hearing and prior to submission to the Administration on Aging.	September 30, 1976

(Attach Continuation Sheets as Needed)

**ACTION PLAN FOR INVOLVEMENT OF STATE ADVISORY COMMITTEE ON AGING
AREA AGENCY ON AGING ADVISORY COUNCILS AND NUTRITION PROJECT COUNCILS**

Set forth the major action steps, including the estimated date of completion, the State agency plans to undertake for the fiscal year to involve the State advisory committee, area agency and nutrition project councils in development and implementation of State plan, area plans and nutrition proposals respectively.	the State advisory committee,
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 5 Technical assistance will be provided to Area Agencies and T-VII Nutrition Projects to increase their capacity to effectively utilize their Advisory Councils,	September 30, 1976
Step 6 The State Agency will require that T-VII Nutrition Projects will be reviewed by Project Advisory Councils prior to submission.	September 30, 1976
Step 7 Area Agencies and T-VII Nutrition Projects will be reviewed during assessments for proper utilization of Advisory Councils.	September 30, 1976
Step	

FY 19 _____

ACTION PLAN FOR INCREASING PARTICIPATION OF LOW INCOME AND MINORITY OLDER
PERSONS AS BENEFICIARIES OF TITLE III AND TITLE VII PROGRAMS

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out activities which will increase participation of low-income and minority older persons in Title III and Title VII programs.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 1 Area Agencies on Aging and Title VII Projects shall develop a listing of low-income and minority elderly, using census information in their Planning and Service Areas, to determine where high concentrations of low-income and/or minority elderly are found in the Area.	January 10, 1976
Step 2 Area Agencies and Title VII Projects shall insure that service providers develop ongoing outreach techniques to low income and minority.	January 30, 1976
Step 3 Area Agencies and Title VII Projects shall encourage recruitment of bi-lingual outreach workers by service providers in communities where there are high concentrations of non-English speaking individuals.	February 10, 1976
Step 4 Area Agencies and Title VII Projects shall study barriers in providing services to low income and minority older persons, and develop a strategy for overcoming those barriers.	March 1, 1976

FY 1976

ACTION PLAN FOR INCREASING PARTICIPATION OF LOW INCOME AND MINORITY OLDER
PERSONS AS BENEFICIARIES OF TITLE III AND TITLE VII PROGRAMS

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out activities which will increase participation of low-income and minority older persons in Title III and Title VII programs.		
<u>Major Action Steps</u>		<u>Estimated Date of Completion</u>
Step 5 All proposals for funding will be reviewed to insure that low-income and minority older persons are receiving priority attention for services.		October 1, 1975 to September 30, 1976
Step 6 Designated Information and Referral Agencies will be assisted in developing a method of targetting toward the low-income and/or minority older person.		May 31, 1976
Step 7 The State Agency will review area plans, prior to approval to determine what provisions are made by the Area Agencies to meet the needs of low-income and minority older persons in the Planning and Service area and to take corrective action if necessary.		October 31, 1975
Step 8 Nutrition project proposals will be reviewed by the State Agency prior to approval to determine that low-income and minority older persons are receiving emphasis in the provision of services and to take the corrective action if necessary.		September 30, 1976

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR INCREASING PARTICIPATION OF LOW INCOME AND MINORITY OLDER
PERSONS AS BENEFICIARIES OF TITLE III AND TITLE VII PROGRAMS

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to carry out activities which will increase participation of low-income and minority older persons in Title III and Title VII programs.		
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>	
Step 9 Continuing assessment of area agencies and nutrition projects will be performed by the State Agency to: a. assure emphasis on needs of low-income and minority older persons in planning and implementation of action programs; and, b. review level of services provided such persons under Title III and Title VII programs.	September 30, 1976	
Step		
Step		
Step		

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR GRANTS AND CONTRACTS TO MINORITY AGENCIES AND ORGANIZATIONS
UNDER TITLE III AND TITLE VII

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that contracts or grants under area plans and Title VII nutrition projects are operated by minority individuals, at least in proportion to their respective numbers in each planning and service area and throughout the State.		Estimated Date of Completion
Major Action Steps		
Step 1 The State Agency will publish a program instruction instructing grantees to maintain documentation of their efforts in providing grants and/or contracts to minority agencies and organizations.		November 30, 1975
Step 2 A program instruction will be issued by the State Agency reaffirming the previously stated policy that compliance with federal regulations, section 903.80 (c) is required as a condition of grant awards.		November 30, 1975
Step 3 A technical assistance program geared toward initiating grants and contracts for minority agencies and organizations will be developed and provided for State Agency staff, Area Agencies and T-VII Nutrition Projects.		December 31, 1975
Step 4 Contractor and grantee efforts in the area of minority contractors and grantees will be reviewed during assessment activities.		September 30, 1976

FY 1976

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ACTION PLAN FOR GRANTS AND CONTRACTS TO MINORITY AGENCIES AND ORGANIZATIONS
UNDER TITLE III AND TITLE VII

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that contracts or grants under are plans and Title VII nutrition projects are operated by minority individuals, at least in proportion to their respective numbers in each planning and service area and throughout the State.		
<u>Major Action Step:</u>		<u>Estimated Date of Completion</u>
Step 5 Area Agencies on Aging will be required to provide grants or contracts to minority agencies or organizations at least in proportion to the minority population of the P.S.A.		June 30, 1976
Step 6 T-VII Nutrition Projects will be required to give contracts to minority agencies or organizations at least in proportion to the eligible minority population of their service area.		June 30, 1976
Step		
Step		

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ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that an affirmative action program is implemented by the single organizational unit, and by each area agency and Title VII nutrition project.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 1 The State Agency will reaffirm the scope of activities of the Affirmative Action Officer and his/her objectives, responsibilities and delegated powers.	November 1, 1975
Step 2 A policy statement consonant with Action Step #1 above will be revised by the State Agency and distributed to State Agency employees, Area Agencies on Aging, other T-3 grantees, and T-VII Projects,	November 1, 1975
Step 3 The Affirmative Action Officer will review quarterly the progress made toward meeting the goals and timetables of the Affirmative Action Plan. When required by changing conditions the goals and timetables will be amended.	Quarterly
Step 4 A vehicle of communication between employees and management to expedite the exchange of ideas relating to E.E.O. will be established.	December 31, 1975

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that an affirmative action plan is implemented by the single organizational unit, and by each area agency and Title VII nutrition project.	
<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 5 The State Agency will establish a formal grievance mechanism, relating to E.E.O., for employees.	December 31, 1976
Step 6 Area Agencies, Title VII Projects and other grantee agencies will be required to submit an Affirmative Action Plan. These grantees will be monitored and evaluated for compliance with the plan, and technical assistance will be provided as needed.	Quarterly
Step 7 The State Agency will train supervisory staff in E.E.O. to assure the carrying out of the Affirmative Action Plan.	December 1, 1977
Step 8 The employment problems of elderly people, as they relate to the State Agency's ability to recruit, hire and retain such people, will be reviewed for the purpose of making reasonable effort to reach the legislatively mandated goal that at least 25% of all employees are 55 years of age or older.	September 30, 1977

(Attach Continuation Sheets as Needed)

FY 1976

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ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that an affirmative action program is implemented by the single organizational unit, and by each area agency and Title VII nutrition project.		Estimated Date of Completion
Major Action Steps		
Step 9 The State Agency will complete an analysis of job structures, job requirements and related personnel matters to identify and resolve problems adversely affecting affirmative action.		March 31, 1976
Step 10 Position descriptions will be reviewed prior to announcement of a job opening to insure conformity with the job specifications and Affirmative Action principles.		September 30, 1976
Step 11 The Affirmative Action Officer will make an annual report to the State Executive indicating trends concerning minorities, elderly persons and women; identifying program accomplishments; and recommending revisions for the coming year.		September 30, 1976
Step 12 Recommendations of the Administration on Aging and the Civil Service Commission will be reviewed and implemented when feasible.		September 30, 1976

(Attach Continuation Sheets as Needed)

ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

Set forth the major action steps, including estimated date of completion, the State agency plans to undertake for the fiscal year to assure that an affirmative action program is implemented by the single organizational unit, and by each area agency and Title VII nutrition project.

<u>Major Action Steps</u>	<u>Estimated Date of Completion</u>
Step 13 The State Agency will neither renew nor grant approvals of area plans, other Title III projects or Title VII nutrition projects which do not have an acceptable affirmative action plan.	October 1, 1975
Step 14 Staffing patterns of area agencies on aging, other Title III projects and Title VII nutrition projects will be studied to determine current levels of employment of minorities, women and older persons to determine current level of employment and what further feasible actions are needed to assure affirmative action in employment.	December 31, 1975
Step 15 The State Agency's Affirmative Action officer will be responsible for the implementation of the Action Plan. He will be assisted in carrying out the necessary steps to achieve the goals by the supervisory staff, the AAA staff and the T-7 staff.	September 30, 1976
Step 16 Every reasonable and feasible effort will be made to have the staffing patterns of the state agency, the Area Agencies on Aging, and the Title VII nutrition projects reflect the demographic composition of its jurisdiction as regards its ethnic, elderly and male-female composition.	September 30, 1976

ACTION PLAN FOR TRAINING AND MANPOWER DEVELOPMENT

Page 1 of 2

Content of Training To Be Provided	Category and Numbers of Persons for Whom Training Will be Provided	Proposed Dates of Training	Organization or Institution to Provide Training	Amount of Older Americans Act Funds to be Used	
				Title III	Title IV
1. Techniques of Administration of Social Service Agencies	Home Care Directors 17 T-VII Project Directors 17	Oct. to June 1 day per month	State Agency Staff	\$5,810	
	T-III Project Directors 23 AAA Directors 4				
2. Intake procedures and techniques of supervision	Home Care Intake Supervisors 17	Oct. to Dec. 1 day per month	State Agency Staff	4,129	
3. General provisions of state and federal legislation	State Agency Staff	Oct. to June 1 day per two weeks	State Agency Staff	5,235	
4. Functions of Councils on Aging	COA Directors and Chairpersons 270	Quarterly	State Agency Staff	5,464	
5. Techniques of T-III monitoring and assessment	AAA Staff 24	October	State Agency Staff	4,231	
6. I & R Services	Designated I & R Staffs 27	Quarterly	State Agency Staff	7,508	
7. Coordination of T-III and T-XX	Home Care Staffs 50	Oct. to June 1 day per month	State Agency Staff	5,023	

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ACTION PLAN FOR TRAINING AND MANPOWER DEVELOPMENT

Page 2 of 2

Content of Training To Be Provided	Category and Numbers of Persons for Whom Training Will be Provided	Proposed Dates of Training	Organization or Institution to Provide Training	Amount of Older American Act Funds to be Used	
				Title III	Title
8. a. Programs and resources for Elderly	Elderly associated with DEA and other aging programs 200	Oct. 1, 1975 to May 30, 1976	Selected State and Community Colleges		30,11
b. Techniques of Advocacy					
9. a. Working with and for elders b. Programs and resources for elders c. Elder Ombudsman Training	Elderly and persons working with elderly who are actively involved on the community level State Agency Staff 75-100	Oct. 1, 1975 to May 30, 1976	Selected State and Community Colleges		37,11
10. Gerontology and issues in aging					
11. Gerontology, geriatrics	Students in State and Community Colleges	Quarterly Oct. 1, 1975 to May 30, 1976	Selected Consultants		11,11
12. Functions and responsibilities of Advisory Committees	State Advisory Committee 45 P-7 Nutrition Project Advisory Councils 500	Jan. 1, 1976 to June 30, 1976	Selected State and Community Colleges **State Staff	3,500	21,11

*The Title IVA administrative costs were
pro-rated on the number of sessions being
conducted.

**One session for each Council during
the six month period

PART III: RESOURCE ALLOCATION PLANS

DEFINITIONS OF TERMS

Coordination refers to those activities which link together, in support of common objectives, existing planning and service resources, and assure the utilization of such resources for the purpose of developing and carrying out action programs and activities which will result in improvement, expansion, and as necessary, initiation of services needed by older persons. (Code of Federal Regulations, Title 45, Chapter IX, Section 903.2 (G) 1).

Pooling activities are those which draw in increasing commitments from public and private agencies which have resources that can be utilized to serve the elderly, and encourage such agencies to enter into cooperative arrangements directed toward maximum utilization of existing resources on behalf of the elderly. (Section 903.1 (D) 3).

Supporting Services are defined in the Area Plan format as Information and Referral, Outreach, Transportation and Escort.

Gap-Filling Services are those which are clearly needed and not already available; and no other public or private agency can or will provide the services.

N.B.: The fiscal information provided on the following pages is subject to change once the Congress and the State Legislature pass the federal and state budgets.

STATE Massachusetts

EXHIBIT III

FY 19 76Page 2 of 3SUMMARY RESOURCE ALLOCATION PLAN
(Continued)PART III:AREA PLANNING AND SOCIAL SERVICES PROGRAM

A. TITLE III ALLOTMENT:

- Direct Provision of Services by State Agency \$ -0-
- Areas With Designated Area Agencies \$ 1,844,770
 - 1. Program Planning \$ 243,272
 - 2. Development of Action Programs \$ 1,601,498
 - (a) Coordinating Delivery of Existing Services (798,707)
 - (b) Pooling of Available but Untapped Resources (399,038)
 - (c) Supporting Services (166,235)
 - (d) Gap-Filling Services (237,518)
- Areas Not Covered By Area Plans \$ 198,731

B. RESOURCES OTHER THAN TITLE III:

- STATE AND OTHER \$ 3,128,837
- FEDERAL \$ 4,957,525

C. TOTAL RESOURCES FOR AREA PLANNING AND SOCIAL SERVICES PROGRAM.

\$ 2,043,501\$ 8,086,362\$ 10,129,863PART IV:NUTRITION PROGRAM

A. TITLE VII ALLOTMENT:

- Nutrition Services \$ 2,428,527
- Social Services \$ 857,131

B. RESOURCES OTHER THAN TITLE VII:

- STATE AND OTHER \$ 1,378,566
- FEDERAL \$ -0-

C. TOTAL RESOURCES FOR NUTRITION PROGRAM:

\$ 4,285,658\$ 1,378,566\$ 5,664,224

STATE Massachusetts

EXHIBIT III-1

FY 19 76Page 3 of SUMMARY RESOURCE ALLOCATION PLAN
(Continued)PART V: SOURCES AND AMOUNTS OF RESOURCES OTHER THAN TITLE III AND TITLE VII INCLUDED
UNDER PARTS I-IV.

Source of Resources	Amount	Anticipated to be Received (√)	Currently Available (√)
Title IV-A Training Nursing Home Ombudsmen Program (Model Projects)	99,441 18,385		x x
Senior Aides Program Dept. of Labor thru Nat'l Council of Senior Citizens	272,737		x
Comprehensive Employment and Training Act	65,800	x	
Reimbursements under Titles VI and XX of the Social Security Act	4,666,403		
STATE *			
State Agency FY 1976 Budget Request excluding anticipated reimbursements under Title VI and XX	3,457,219		
Administration Programs	(851,257) (2,605,962)	X	
OTHER			
Title III Local Matching Funds	510,875	X	
Title VII Project Income	950,000	X	
Title VII Local Matching Funds	428,566	X	
Senior Aides Program Local Matching Funds	12,000	X	
TOTALS	10,481,426		

* These figures represent the Governor's requested budget. They are subject to approval by the legislature.

STATE Massachusetts

EXHIBIT III-1

FY 19

July 1, 1976 - September 30, 1976

Page 1 of 3

SUMMARY RESOURCE ALLOCATION PLAN

PART I:		
SUMMARY OF RESOURCES FOR IMPLEMENTING THE STATE PLAN		
A. TOTAL TITLE III ALLOTMENT:	\$ <u>603,763</u>	
B. TOTAL TITLE VII ALLOTMENT:	\$ <u>1,071,415</u>	
	SUB-TOTAL	\$ <u>1,675,177</u>
C. RESOURCES AVAILABLE TO STATE AGENCY OTHER THAN TITLE III AND TITLE VII ALLOTMENT FOR IMPLEMENTING THE STATE PLAN:		
• OTHER FEDERAL	\$ <u>1,269,724</u>	
• STATE AND OTHER	\$ <u>1,339,666</u>	
	SUB-TOTAL	\$ <u>2,609,390</u>
TOTAL STATE AGENCY RESOURCES		\$ <u>4,284,567</u>

PART II:		
SUMMARY OF RESOURCES FOR STATE PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLANS		
A. TITLE III ALLOTMENT:		
• Administration of Title III and Title VII	\$ <u>82,663</u>	
• Training	\$ <u>10,225</u>	
• Demonstration Projects of Statewide Significance	\$ <u>-0-</u>	
• Administration of Area Plans	\$ <u>-0-</u>	
	SUB-TOTAL	\$ <u>92,888</u>
B. RESOURCES OTHER THAN TITLE III:		
• FEDERAL	\$ <u>30,343</u>	
• STATE AND OTHER	\$ <u>212,814</u>	
	SUB-TOTAL	\$ <u>243,157</u>
TOTAL RESOURCES FOR PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLAN		\$ <u>336,045</u>
C. FEDERAL AND STATE COST SHARING		
• FEDERAL <u>30</u> %		
• STATE <u>70</u> %		

STATE Massachusetts

EXHIBIT III-1

FY 19 July - September 1976Page 2 of 3SUMMARY RESOURCE ALLOCATION PLAN
(Continued)PART III:*AREA PLANNING AND SOCIAL SERVICES PROGRAM*

A. TITLE III ALLOTMENT:

- Direct Provision of Services by State Agency \$ -0-
- Areas With Designated Area Agencies \$ 461,192
 - 1. Program Planning \$ 60,817
 - 2. Development of Action Programs \$ 400,375
 - (a) Coordinating Delivery of Existing Services (199,677)
 - (b) Pooling of Available but Untapped Resources (99,760)
 - (c) Supporting Services (41,559)
 - (d) Gap-Filling Services (59,379)
- Areas Not Covered By Area Plans \$ 49,683

\$ 510,875

B. RESOURCES OTHER THAN TITLE III:

- STATE AND OTHER \$ 782,211
- FEDERAL \$ 1,239,381

\$ 2,021,592

C. TOTAL RESOURCES FOR AREA PLANNING AND SOCIAL SERVICES PROGRAM:

\$ 2,532,467PART IV:*NUTRITION PROGRAM*A. ~~TITLE VII~~ ALLOTMENT: ~~-----~~

- Nutrition Services \$ 857,131
- Social Services \$ 214,283

\$ 1,071,414

B. RESOURCES OTHER THAN TITLE VII:

- STATE AND OTHER \$ 344,641
- FEDERAL \$ -0-

\$ 344,641

C. TOTAL RESOURCES FOR NUTRITION PROGRAM:

\$ 1,416,055

STATE Massachusetts

EXHIBIT III-

FY 19 July - September 1976Page 3 of 3SUMMARY RESOURCE ALLOCATION PLAN
(Continued)PART V: SOURCES AND AMOUNTS OF RESOURCES OTHER THAN TITLE III AND TITLE VII INCLUDED
UNDER PARTS I-IV.

Source of Resources	Amount	Anticipated to be Received (✓)	Currently Available (✓)
Title IV-A Training	24,860	X	
Nursing Home Ombudsmen Program (Model Projects)	4,596	X	
Senior Aides Program Dept. of Labor thru Nat'l Council of Senior Citizens	68,184	X	
Comprehensive Employment and Training Act	5,483	X	
Reimbursements under Titles VI and XX of the Social Security Act	1,166,601	X	
<u>STATE</u> State Agency FY 1976 Budget Request excluding anticipated reimbursements under Title VI and XX	864,306		
Administration	(212,814)	X	
Programs	(651,492)		
<u>OTHER</u> Title III Local Matching Funds	127,719	X	
Title VII Project Income	237,500	X	
Title VII Local Matching Funds	107,141	X	
Senior Aides Program Local Matching Funds	3,000	X	
TOTALS	2,609,390		

SUMMARY RESOURCE ALLOCATION PLAN

PART I:		
<i>SUMMARY OF RESOURCES FOR IMPLEMENTING THE STATE PLAN</i>		
A. TOTAL TITLE III ALLOTMENT:	\$ <u>N/A</u>	
B. TOTAL TITLE VII ALLOTMENT:	\$ <u>765,524</u>	
	SUB-TOTAL	\$ <u>765,524</u>
C. RESOURCES AVAILABLE TO STATE AGENCY OTHER THAN TITLE III AND TITLE VII ALLOTMENT FOR IMPLEMENTING THE STATE PLAN:		
• OTHER FEDERAL	\$ <u>N/A</u>	
• STATE AND OTHER	\$ <u>229,656</u>	
	SUB-TOTAL	\$ <u>229,656</u>
TOTAL STATE AGENCY RESOURCES		\$ <u>995,180</u>

PART II:		
<i>SUMMARY OF RESOURCES FOR STATE PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLANS</i>		
A. TITLE III ALLOTMENT:		
• Administration of Title III and Title VII	\$ _____	
• Training	\$ _____	
• Demonstration Projects of Statewide Significance	\$ _____	
• Administration of Area Plans	\$ _____	
	SUB-TOTAL	\$ _____
B. RESOURCES OTHER THAN TITLE III:		
• FEDERAL	\$ _____	
• STATE AND OTHER	\$ _____	
	SUB-TOTAL	\$ _____
TOTAL RESOURCES FOR PLANNING, COORDINATION, ADMINISTRATION AND EVALUATION OF STATE PLAN		\$ _____
C. FEDERAL AND STATE COST SHARING		
• FEDERAL _____%		
• STATE _____%		

SUMMARY RESOURCE ALLOCATION PLAN
(Continued)PART III:*AREA PLANNING AND SOCIAL SERVICES PROGRAM*

A. TITLE III ALLOTMENT:

- Direct Provision of Services by State Agency \$ _____
- Areas With Designated Area Agencies \$ _____
 - 1. Program Planning \$ _____
 - 2. Development of Action Programs \$ _____
 - (a) Coordinating Delivery of Existing Services (_____)
 - (b) Pooling of Available but Untapped Resources (_____)
 - (c) Supporting Services (_____)
 - (d) Gap-Filling Services (_____)
- Areas Not Covered By Area Plans \$ _____

B. RESOURCES OTHER THAN TITLE III:

- STATE AND OTHER \$ _____
- FEDERAL \$ _____

C. TOTAL RESOURCES FOR AREA PLANNING AND SOCIAL SERVICES PROGRAM:

\$ _____

\$ _____

\$ _____

PART IV:*NUTRITION PROGRAM*

A. TITLE VII ALLOTMENT:

- Nutrition Services \$ 612,420
- Social Services \$ 153,104

B. RESOURCES OTHER THAN TITLE VII:

- STATE AND OTHER \$ 229,656
- FEDERAL \$ N/A

C. TOTAL RESOURCES FOR NUTRITION PROGRAM:

\$ 765,524\$ 229,656\$ 995,180

SUMMARY RESOURCE ALLOCATION PLAN
(Continued)

PART V: SOURCES AND AMOUNTS OF RESOURCES OTHER THAN TITLE III AND TITLE VII INCLUDED UNDER PARTS I-IV.			
Source of Resources	Amount	Anticipated to be Received (√)	Currently Available (√)
Non-Federal (Cash and In-Kind)	76-552	X	
Project Income	153,104	X	

STATE MASSACHUSETTS

EXHIBIT III 3

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Page 1 of 1

Total State Allotment Under Title VII: \$ 765,524

. Food & Related Costs (\$ 612,420)

. Social Services (\$ 153,104)

TITLE VII
RESOURCE ALLOCATION PLAN

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	TOTAL
Berkshire County Home Care	1 A		No		X	\$ 21,647	\$ 5,411	\$ 27,058
Southwest Boston Senior Nutrition Service	6		No		X	32,954	8,238	41,192
Boston Area II Nutrition Project	6		No		X	27,492	6,872	34,364
Boston Area III Nutrition Project	6		No		X	52,276	13,069	65,345
Cape Ann Senior Meals	3		No		X	26,727	6,681	33,408
Cape & Islands Home Care Nutrition Project	4		No		X	48,000	12,000	60,000
Chelsea/Revere Home Care Nutrition Project	3		No		X	16,429	4,107	20,536
Chicopee Regional Nutrition Project	1 D		No		X	77,130	19,282	96,412
Fall River Nutrition Project	4		No		X	34,250	8,562	42,812

TITLE VII
RESOURCE ALLOCATION PLAN

. Food & Related Costs (\$ 612,420)
. Social Services (\$ 153,104)

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	TOTAL
Franklin County Nutrition Project	1 B		No		X	\$ 17,005	\$ 4,251	\$ 21,256
Lynn Elderly Nutrition Project	3		No		X	23,788	5,947	29,735
Merrimack Valley Nutrition Project	5		No		X	39,013	9,753	48,766
Montachusets Nutrition Project	2		No		X	12,680	3,163	15,816
Mystic Valley Nutrition Project	3		No		X	13,974	3,493	17,467
Elderly Nutrition Program of Greater New Bedford	4		No		X	65,754	16,438	82,192
Salem/Peabody Nutrition Project	3		No		X	27,149	6,787	33,936
Somerville/Cambridge Home Care Nutrition Project	3		No		X	27,373	6,843	34,216
Springfield Nutrition Project	1 E		No		X	29,760	7,440	37,200

Total State Allotment Under Title VII:	\$765,524
. Food & Related Costs	(\$612,420)
. Social Services	(\$153,104)

**TITLE VII
RESOURCE ALLOCATION PLAN**

[illegible]

STATE MassachusettsFY 19 76

EXHIBIT III 2

Page 1 of 3

Total State Allotment Under Title VII: \$4,285,658

. Food & Related Costs (\$3,427,582)

. Social Services (\$ 858,076)

TITLE VII
RESOURCE ALLOCATION PLAN

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	TOTAL
Berkshire County Nutrition Project	1 A		No		X	126,772	31,693	158,465
Franklin County Nutrition Project	1 B		No		X	138,125	34,531	172,656
Highland Valley Nutrition Project	1 C		No	X		107,819	26,954	134,774
Chicopee Regional Nutrition Project	1 D		No		X	238,092	59,523	297,615
Springfield Nutrition Project	1 E		No		X	182,774	45,693	228,467
Montachusets Nutrition Project	2		No		X	115,501	28,875	144,376
Worcester Nutrition Project	2		No		X	188,405	46,601	233,006
Somerville/Cambridge Home Care Nutrition Project	3		No		X	130,203	32,551	162,754
Cape Ann Senior Meals	3		No		X	106,095	26,524	132,619

Attach Continuation Sheets as Needed

Total State Allotment Under Title VII: \$ 4,285,658

. Food & Related Costs (\$ 3,427,582)

. Social Services (\$ 858,076)

TITLE VII
RESOURCE ALLOCATION PLAN

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	Total
Lynn Elderly Nutrition Project	3		No		X	110,665	27,666	138,331
Salem/Peabody Nutrition Project	3		No	X		104,077	26,019	130,096
Mystic Valley Nutrition Project	3		No	X		131,117	32,779	163,896
Chelsea/Revere/Winthrop Nutrition Project	3		No		X	100,429	25,107	125,536
Fall River Nutrition Project	4		No		X	191,490	47,873	239,363
Elderly Nutrition Program of Greater New Bedford	4		No		X	218,960	54,672	273,632
Cape & Islands Nutrition Project	4		No		X	159,440	39,860	199,300
Brockton Area Nutrition Project	4		No	X		93,101	23,275	116,376
Merrimack Valley Nutrition Project	5		No		X	313,778	78,445	392,223

* Tentative

Attach Continuation Sheets as Needed

. Food & Related Costs	(\$ 3,427,582)
. Social Services	(\$ 858,076)

[illegible]

FY 19 July 1, 1976 - Sept. 30, 1976

Total State Allotment Under Title VII: \$1,071,414 Page 1 of 2

TITLE VII
RESOURCE ALLOCATION PLAN

. Food & Related Costs (\$ 877,414)
. Social Services (\$ 194,000)

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Resources by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	TOTAL
Berkshire County Nutrition Project	1 A		No		X	16,000	4,000	20,000
Franklin County Nutrition Project	1 B		No		X	9,500	2,500	12,000
Chicopee Regional Nutrition Project	1 D		No		X	12,414	3,000	15,414
Springfield Nutrition Project	1 E		No		X	32,000	8,000	40,000
Sturbridge/Franklin Area Nutrition Project	2		No	X		146,000	36,000	182,000
Framingham Service Area Nutrition Project	3		No	X		100,000	25,000	125,000
Lynn Elderly Nutrition Project	3		No		X	40,000	10,000	50,000
Quincy Service Area Nutrition Project	3		No	X		180,000	20,000	200,000
Somerville/Cambridge Home Care Nutrition Project	3		No		X	16,000	4,000	20,000

Attach Continuation Sheets as Needed

TITLE VII
RESOURCE ALLOCATION PLAN

. Food & Related Costs (\$ 877,414)
 . Social Services (\$ 194,000)

Name of Project	PSA Number	Part of Area Plan		Type of Award		Allocation of Title VII Funds, by Project		
		Yes	No	New (✓)	Continuation (✓)	Food & Related Costs	Social Services	TOTAL
Watertown/Newton Service Area Nutrition Project	3		No	X		160,000	40,000	200,000
Brockton Area Nutrition Project	4		No		X	40,000	10,000	50,000
Merrimack Valley Nutrition Project	5		No		X	9,500	2,500	12,000
Southwest Boston Senior Nutrition Service	6		No		X	16,000	4,000	20,000
Boston Area II Nutrition Project	6		No		X	40,000	10,000	50,000
Boston Area III Nutrition Project	6		No		X	60,000	15,000	75,000

PART IV: GENERAL PROVISIONS

STATE Massachusetts

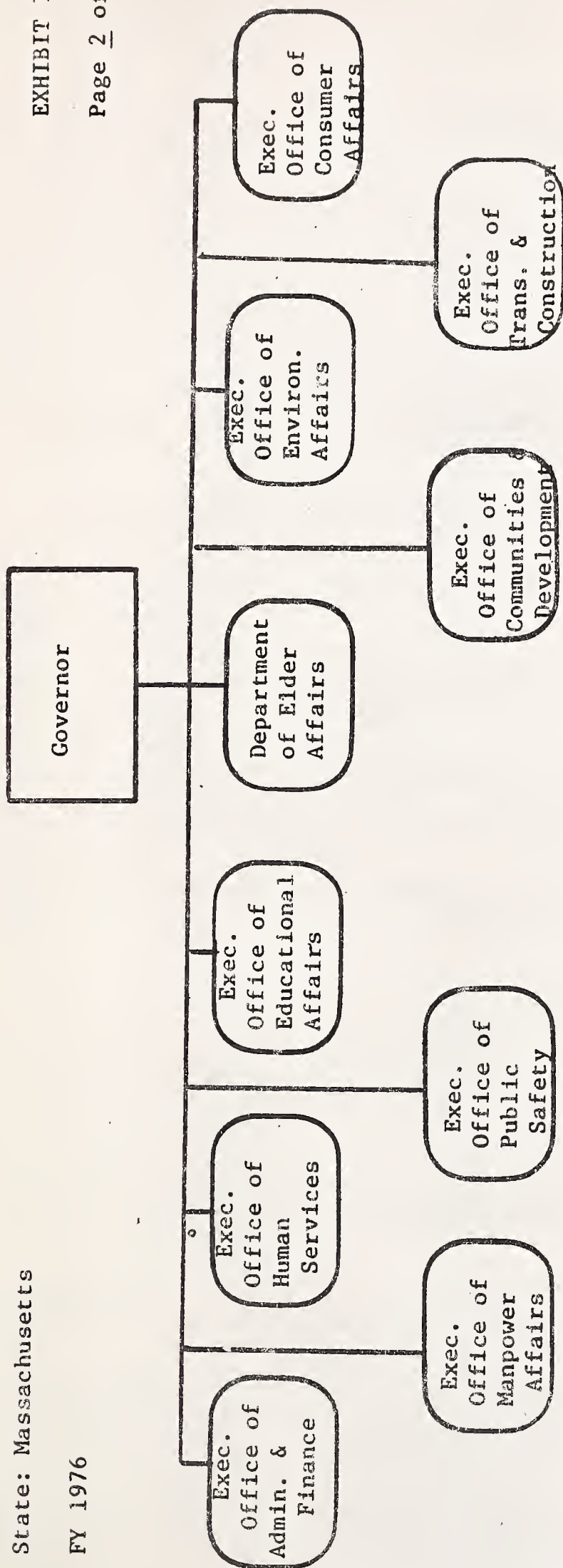
FY 19 76

Page 1 of 3

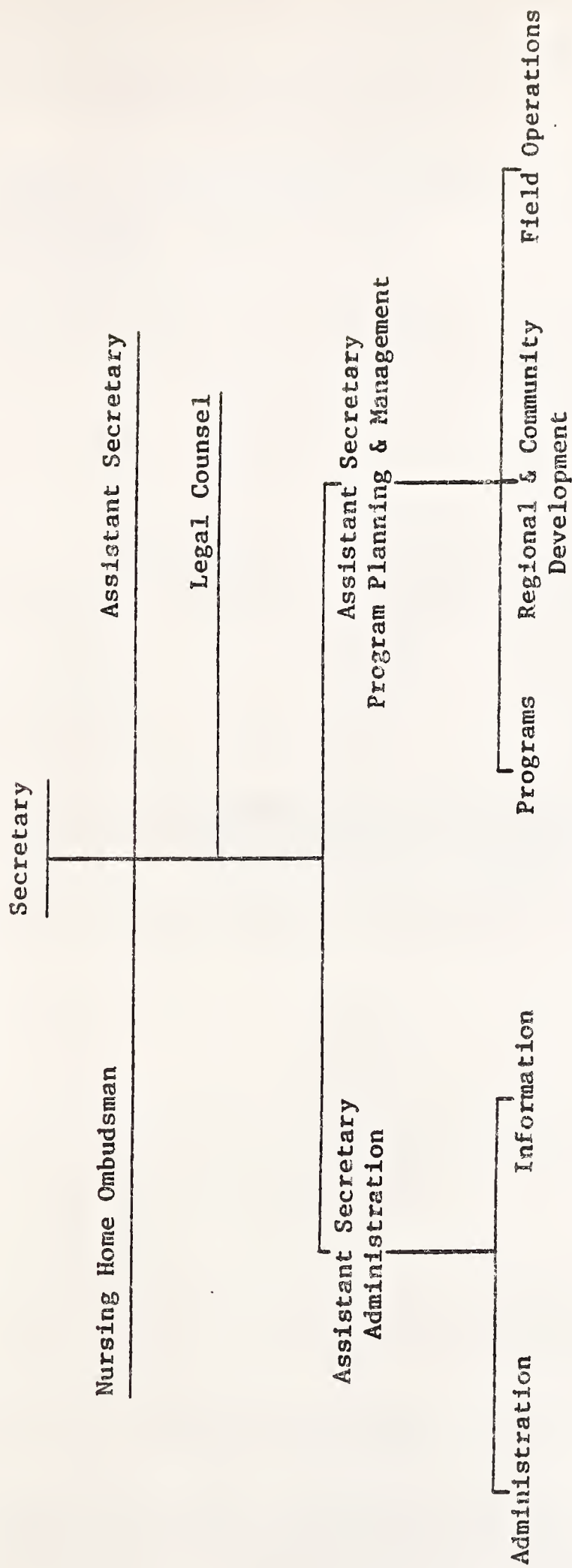
See page 2 for location of State Agency within State government

See page 3 for organizational structure of State Agency

/ Organizational chart of the State agency identifying
its location within the State government and its
organizational structure /



DEPARTMENT OF ELDER AFFAIRS



STATE Massachusetts

FY 19 76

N/A

/ Organizational chart which identifies the organizational structure of the single organizational unit within the State agency/

STATE Massachusetts

FY 19 76

The Massachusetts Department of Elder Affairs was created by the State Legislature through Chapter 1168 of the Acts of 1973. The bill was passed by both branches of the Legislature on November 28, 1973, and signed into law by then-Governor Sargent on December 7, 1973.

Chapter 1168 amended the Massachusetts General Laws by adding Chapter 19A. Chapter 19A, a transcript of which is noted on the attached pages, is the statutory authority establishing the Department.

/ In cases where the State Agency is an independent single-purpose agency, the legislative or executive authority establishing such agency is to be submitted/

There shall be a department of elder affairs, in this chapter called the department, which shall be under the supervision and control of a secretary of elder affairs, hereinafter called the secretary. The secretary shall be appointed by and serve at the pleasure of the governor. In the event of a vacancy in the office of the secretary, or in the secretary's absence or disability, as determined by the governor, the governor shall designate an assistant secretary of elder affairs to serve as secretary until the vacancy is filled, or until the absence or disability ceases, as determined by the governor, and the assistant secretary so designated shall have all the powers and duties of the secretary. The secretary shall devote his full time to the duties of his office.

The secretary shall be the executive and administrative head of the department and shall be responsible for administering and enforcing the provisions of law relative to the department and each administrative unit thereof.

S2 There shall be in the department an office of administration and an office of program planning and management, each under the supervision of an assistant secretary of elder affairs, in this chapter called an assistant secretary, subject to the direction, control, and supervision of the secretary. Each assistant secretary shall be a person of skill and experience including five years of administrative experience in the field of his appoint-

MGL. C.19A, S2 cont.

ment, shall be appointed by the secretary, and shall serve at his pleasure. The position of assistant secretary shall not be subject to chapter thirty-one and the provisions of section nine A of chapter thirty shall not apply to any person holding such appointment. Each assistant secretary shall devote his full time to the duties of his office.

S3

The secretary may from time to time, subject to appropriation, establish within the department such divisions and such administrative units within such divisions as may be necessary for the efficient and economical administration of the department, and, when necessary for such purpose, he may abolish any such division, or he may merge any two or more of them, and may abolish or merge any such other administrative units within divisions as he may deem advisable. The secretary shall prepare and keep current a statement of the organization of the department, of the assignment of functions to its various administrative units, offices, and employees, and of the places at which and the methods whereby the public may receive information or make requests. Such statement shall be known as the department's description of organization. A current copy of the description of organization shall be kept on file in the office of the state secretary and in the office of the secretary of administration.

Each division shall be under the supervision of a director who shall have skill and experience in the field of his appointment.

The department shall be the principal agency of the commonwealth to mobilize the human, physical, and financial resources available to plan, develop, and implement innovative programs to insure the dignity and independence of elderly persons, including the planning, development, and implementation of a home care program for the elderly in the communities of the commonwealth.

The department shall also serve as an advocate for the needs of the adult handicapped as these needs and services overlap the needs and services of elderly persons.

To accomplish the objectives hereinbefore set forth, the secretary is hereby authorized:

(a) to provide assistance to communities in solving local problems with regard to elderly persons including, but not limited to, problems in identifying and coordinating local resources to serve the needs of elderly persons;

(b) to facilitate communications and the free flow of information between communities and the offices, agencies, and employees of the commonwealth;

(c) to encourage and assist communities to plan, develop, and implement home care programs;

(d) to provide and act as a clearinghouse for information, data, and other materials relative to elderly persons;

(e) to initiate and carry out studies and analyses which will aid in solving local, regional, and statewide problems concerning elderly persons;

(f) to coordinate through advice and counsel those programs of other state agencies designed to assist in the solution of local, regional, and statewide problems concerning elderly persons;

(g) to advise and inform the governor on the affairs and problems of elderly persons in the commonwealth;

(h) to exercise the powers and discharge the duties assigned to him in the fields of health care, housing, nutrition, homemaker services, economic opportunity, local and regional planning, transportation, and education and preretirement programs;

(i) to further the cooperation of local, state, and federal and private agencies and institutions providing for services or having responsibility for elderly persons;

(j) to represent and act on behalf of the commonwealth in connection with federal grant programs applicable to programs for elderly persons in the functional areas described in this section;

(k) to seek, accept, and otherwise take advantage of all federal aid available to the department, and to assist other agencies of the commonwealth, local agencies,

MGL. C.19A, S4 cont. and community groups in taking advantage of all federal grants and subventions available for elderly persons;

(l) to render advice and assistance to communities and other groups in the preparation and submission of grant applications to state and federal agencies relative to programs for elderly persons;

(m) to review and coordinate those activities of agencies of the commonwealth and of any political subdivision of the commonwealth at the request of such subdivision, which affect the full and fair utilization of community resources for programs for elderly persons, and initiate programs that will help assure such utilization;

(n) to encourage the formation of councils on aging and to assist local communities in the development of said councils.

(o) to conduct yearly studies and evaluations pertaining to the quality of care and social services for nursing home patients and report such findings and recommendations to the general court.

In order to assist in the discharge of his duties, the secretary may request from any agency of the commonwealth information pertinent to the affairs and problems of elderly persons.

Nothing in this section shall be construed to be a limitation of the other powers and duties assigned by law to the secretary.

The secretary may appoint from time to time, such citizen advisory boards as he deems appropriate and necessary. Said citizen advisory boards shall advise and assist the secretary on matters relating to the special needs of elderly persons and assist the secretary in making appraisals of needs of the elderly and the evaluations of programs required by this act. The secretary in making appointments to said boards shall insure that members so appointed shall represent all regions of the commonwealth, the segments of the population served by the department and statewide senior citizens group; provided, however, that at least fifty per cent of the members of any board so appointed shall be fifty-five years of age or over.

Members of any citizen advisory boards established by this section shall receive no compensation for their services, but may be reimbursed for their expenses necessarily incurred in the performance of their duties.

S6

The secretary shall make, and from time to time revise, regulations for the conduct of the business of the department and such other regulations as may be required by law.

S7

The secretary may accept on behalf of the commonwealth any gifts or grants of money or property, whether real or personal, from any source, whether public or private for the purpose of assisting the secretary in the discharge of his duties.

The secretary, subject to appropriation, shall appoint and may remove all employees in the department. Unless otherwise provided by law, all such appointments and removals shall be in accordance with chapter thirty-one.

In making such appointments, the secretary shall make every reasonable effort to assure that at least twenty-five per cent of all employees of the department are fifty-five years of age or older.

S9

Subject to appropriation, the secretary may, without regard to chapter thirty-one, but subject to the approval of the governor, appoint such experts and technical consultants as he shall determine to be necessary to perform the functions of said office; provided that the provisions of section nine A of chapter thirty shall not apply to any person holding any such appointment.

S10

If an employee serving in a position which is classified under chapter thirty-one or in which he has tenure by reason of section nine A of chapter thirty shall be appointed to a position within the department of any agency under the department which is not subject to the provisions of chapter thirty - one, he shall upon termination of his service in such unclassified position be restored to the position which he held immediately prior to such appointment; provided, however, that if

MGL.C.19A, S10 cont. his service in such unclassified position shall have been terminated for cause, his right to be so restored shall be determined by the civil service commission in accordance with the standards applied by said commission in administering chapter thirty-one. Such restoration shall be made without impairment of his civil service status or tenure under section nine A of chapter thirty and without loss of seniority, retirement, or other rights to which uninterrupted service in such prior position would have entitled him. During the period of such appointment, each person so appointed from a position in the classified civil service shall be eligible to take any competitive promotional examination to which he would have otherwise been eligible.

S11 The department shall collaborate with the department of community affairs in the location, design, construction and management of housing built for the elderly and shall upon request provide technical assistance to local housing authorities and other groups.

S12 The secretary shall measure and evaluate the impact of all programs authorized by this chapter, their effectiveness in achieving stated goals in general, and in relation to their cost, their impact on related programs, and their structure and mechanisms for delivery of services, including, where appropriate, comparisons with appropriate control groups composed of persons who have not participated in such programs. Goals and standards for evaluation purposes

shall be developed jointly by the department of elder affairs and statewide organizations representing the interests of the elderly. Evaluations shall be conducted by persons not immediately involved in the administration of the program or project evaluated.

Subject to appropriation, evaluations shall be conducted every two years by an evaluator who does not supply service to the department and who is not in the regular employ of the commonwealth.

The secretary may not make grants or contracts under this chapter until he has developed and published general standards to be used by him in evaluating the programs and projects assisted under this chapter. Results of evaluations conducted pursuant to such standards shall be included in the annual reports required by this section.

In carrying out evaluations under this section, the secretary shall, whenever possible, arrange to obtain the opinions of program and project participants about the strengths and weaknesses of the programs and projects.

The secretary shall, on or before the second Wednesday in February in each year, publish summaries of the results of evaluative research and evaluation of program and

MGL.C.19A, S.12 cont. project impact and effectiveness, the contents of which shall be available to the general court and the public. All studies, evaluations, proposals, and data produced or developed shall become the property of the commonwealth.

Such information as the secretary may deem necessary for the purposes of the evaluations conducted under this section shall be made available to him, upon request, by the departments and agencies of the commonwealth.

The secretary shall expend such sums as may be appropriated therefor, not exceeding one per cent of the funds appropriated to the department for this chapter, to conduct program and project evaluations as required by this chapter.

Not later than one hundred and twenty days after the close of each fiscal year, the secretary shall prepare and submit to the governor and the general court a full and complete report on the activities carried out under this chapter. Such annual reports shall include statistical data reflecting services and activities provided individuals during the preceding fiscal year.

There is hereby created an elder service corps to be composed of men and women sixty years of age and older to assist in meeting the needs of the elderly population of the commonwealth and to offer the elderly opportunities for service.

There shall be the following categories of corpsmen:

(1) full-time corpsmen, consisting of volunteers sixty years of age and older, enrolled for one year's service, who shall devote full-time to their duties and shall, subject to appropriation, receive a stipend not exceeding the maximum allowable under the earnings limitations sections of the Social Security Act;

(2) part-time corpsmen, consisting of volunteers sixty years of age or older enrolled for one year's service, who shall serve not less than twelve hours a week and who shall receive, subject to appropriation, a stipend not exceeding one hundred dollars per month.

The service of any corpsmen may be terminated for cause or renewed by the secretary at the end of a term of service. All corpsmen may, subject to the rules and regulations of the group insurance commission participate in the group insurance programs provided under chapter thirty-two A and shall receive an allowance equal to the cost of such participation, in addition to any other stipend or reimbursement provided in this section.

MGL.C19A, S13 cont.

The secretary shall prescribe, without regard to chapter thirty A, rules and regulations governing the activities of the corpsmen.

No corpsman shall be subject to the provisions of chapter thirty-one or section nine A of chapter thirty. No corpsman shall be deemed to be an employee of the commonwealth entitled to the benefit of the workmen's compensation act, nor shall he be deemed to be an employee of the commonwealth for any other purpose except as otherwise provided in this section.

FUNCTIONAL STATEMENT FOR
SINGLE ORGANIZATIONAL UNIT

Set forth in detail the functions performed directly by the single organizational unit. Specify which functions, if any, are performed by another unit(s) of the State agency or another State agency under the supervision of the single organizational unit.

The first sentence of Section one of Chapter 19A of the Massachusetts General Laws reads as follows: "There shall be a department of elder affairs, in this chapter called the department, which shall be under the supervision and control of a secretary of elder affairs, hereinafter called the secretary".

Section four of said Chapter is quoted below: "The department shall be the principal agency of the commonwealth to mobilize the human, physical and financial resources available to plan, develop, and implement innovative programs to insure the dignity and independence of elderly persons, including the planning, development, and implementation of a home care program for the elderly in the communities of the commonwealth.

The department shall also serve as an advocate for the needs of the adult handicapped as these needs and services overlap the needs and services of elderly persons.

To accomplish the objectives hereinbefore set forth, the secretary is hereby authorized:

- (a) to provide assistance to communities in solving local problems with regard to elderly persons including, but not limited to, problems in identifying and coordinating local resources to serve the needs of elderly persons;
- (b) to facilitate communications and the free flow of information between communities and the offices, agencies, and employees of the commonwealth;
- (c) to encourage and assist communities to plan, develop, and implement home care programs;
- (d) to provide and act as a clearinghouse for information, data, and other materials relative to elderly persons;
- (e) to initiate and carry out studies and analyses which will aid in solving local, regional, and statewide problems concerning elderly persons;
- (f) to coordinate through advice and counsel those programs of other state agencies designed to assist in the solution of local, regional, and statewide problems concerning elderly persons;
- (g) to advise and inform the governor on the affairs and problems of elderly persons in the commonwealth;
- (h) to exercise the powers and discharge the duties assigned to him in the fields of health care, housing, nutrition, homemaker services, economic opportunity, local and regional planning transportation, and education and preretirement programs;
- (i) to further the cooperation of local, state, and federal and private agencies and institutions providing for services or having responsibility for elderly persons;

FUNCTIONAL STATEMENT FOR
SINGLE ORGANIZATIONAL UNIT

Set forth in detail the functions performed directly by the single organizational unit. Specify which functions, if any, are performed by another unit(s) of the State agency or another State agency under the supervision of the single organizational unit.

- (j) to represent and act on behalf of the commonwealth in connection with federal grant programs applicable to programs for elderly persons in the functional areas described in this section;
 - (k) to seek, accept, and otherwise take advantage of all federal aid available to the department, and to assist other agencies of the commonwealth, local agencies, and community groups in taking advantage of all federal grants and subventions available for elderly persons;
 - (l) to render advice and assistance to communities and other groups in the preparation and submission of grant applications to state and federal agencies relative to programs for elderly persons;
 - (m) to review and coordinate those activities of agencies of the commonwealth and of any political subdivision of the commonwealth at the request of such subdivision, which affect the full and fair utilization of community resources for programs for elderly persons, and initiate programs that will help assure such utilization;
 - (n) to encourage the formation of councils on aging and to assist local communities in the development of said councils;
 - (o) to conduct yearly studies and evaluations pertaining to the quality of care and social services for nursing home patients and report such findings and recommendations to the general court.
- In order to assist in the discharge of his duties, the secretary may request from any agency of the commonwealth information pertinent to the affairs and problems of elderly persons.

PROPOSED STAFFING PLAN SINGLE ORGANIZATIONAL UNIT

1. Identify Each Position Indicate by the a) Service Code	2. Percent of Time to be Filled		3. Status of Position		4. Position Currently Filled, Indicate by Initials of Member as		5. Race of Member				6. Date of Appointment		7. On
	Title III	Title VII	Indicate (✓) Position Currently Filled	Indicate Position Filled Year Position Will be Filled	M	F	Under 60	60 to Over	A. American Indian	B. Negro	C. Spanish Language	D. Oriental	
Executive Leadership													
Secretary (Statutory)			X			X	X						
Assistant Secretary Pos. #00001			X		X		X						
Assistant Secretary Pos. #00002			X		X		X						
Assistant Secretary, Pos. #9054 Data Not Available			X			X	X						
See Attached													
Pages 2, 3, 4, 5, 6, 7													
See Attached													
Pages 8 & 9													

PROPOSED STAFFING PLAN FOR SINGLE ORGANIZATIONAL UNIT

Identify Each Position Vacantly by Descriptive Title	2. Percent of Time in Unit	Status of Position		Sex		Age		a. American Indian	b. Negro	Racial Origin Composition		
		Table III	Table VII	Indicate (✓) Positions Currently Filled	If Requested Position after Fiscal Year Quarter Position Will be Filled	M	F	Under 60	60 or Over	c. Spanish Language	d. Other	e. Other
Other Professional												
Assistant Director of Intergovernmental Relations Pos. #09000				X			X	X				
Assistant Grants Management Specialist - Pos. #09001												
Assistant Information & Referral Specialist Pos. #09002												
Assistant Program Manager Pos. 00001												
Community Coordinator (EOEA) Pos. #00003				X		M			X			
Community Coordinator (EOEA) Pos. #00004				X		X			X			
Community Coordinator (EOEA) Pos. #00005				X		X	X					
Community Coordinator (EOEA) Pos. #00006				X		X						
Community Coordinator (EOEA) Pos. #9032												
Community Coordinator (EOEA) Pos. 9033												

Identify Each Position Individually by Description Title	Percent of Time in Effort		Stated Position		Sex		Age		a American Indian	b Negro	Educational Competence	
			Indicate (✓) Positions Currently Filled	Indicate Position Vacant Position Will be Filled	M	F	Under 40	40 or Over			Spanish Language	of Overall
Professional	Table III	Table VII										
Community Representative Pos. #9049			X		X		X					
Community Representative Pos. #9050												
Counsel III - Pos. #9000			X		X			X				
Counsel IV - Pos. #00005			X		X			X				
Director of Administrative Services - Pos. #00002			X		X							
Director of Information Services - Pos. #00003			X		X							
Director of Field Operations Pos # 09015			X		X							
Director of Program Operations - Pos. #09034			X		X							
Director of Regional & Community Development Pos. #00007			X		X							
Education & Pre-retirement Specialist - Pos. #09003			X			X						
Executive Secretary Pos. #09039			X		X					X		

PROPOSED STAFFING PLAN FOR SINGLE ORGANIZATIONAL UNIT

1. Identify Each Position Individually by Description Title	2. Percent of Time of Unit		3. Status of Position		4. Production Currently Filled, Indicate (✓) if Staff Member is			5. Total from Composition			
	Title III	Title VII	Indicate (✓) Positions Currently Filled	II Proposed Positions, Enter if said Year Quarter Position Will be Filled	M	F	Age	a. American Indian	b. Negro	c. Spanish Language	d. Oriental
Other Professional											
• Food Service & Delivery Systems Specialist - Pos. #00011			X		X		Under 60				
• Grants Management Specialist - Pos. #00004			X		X				X		
Grants Management Specialist - Pos. #9045			X			X					
Grants Management Specialist - Pos. #9046			X			X					
Head Administrative Assistant - Pos. #00006			X			X					
Head Administrative Assistant - Pos. #9043			X								
Health Analyst - Pos. 9004			X			X					
Homemaker Service Specialist - Pos. 00012											
Housing Analyst - Pos. 9005											
Nutrician Supervisor Pos. #00013			X			X					
Principal Budget Examiner - Pos. # 00007			X		X						

PROPOSED STAFFING PLAN FOR SINGLE ORGANIZATIONAL UNIT

2. Percent of Time to be Filled		Status of Position		Sex	Age		Racial Ethnic Composition						
Title III	Title VII	Indicate (✓) Positions Currently Filled	If Proposed Position, Enter Fiscal Year Quarter Position Will be Filled		M	F	Under 60	60 or Over	a. American Indian	b. Negro	c. Spanish Language	d. Oriental	e. Other
If Position is Currently Filled, Indicate (✓) if Staff Member is:													
Program Development Specialist - Pos. #09038			X	X			X						
Program Development Specialist - Pos. #09039			X	X			X						
Program Development Specialist - Pos. #09040			X	X			X			X			
Program Development Specialist - Pos. 09018			X	X			X						
Program Development Specialist - Pos. #09022			X			X	X						
Program Development Specialist - Pos. 09055													
Program Development Specialist -Pos. #9040			X			X	X						
Program Manager - Community Assistance Pos. #00014			X				X						
Program Manager - Home Care - Pos. #00015			X			X	X						
Program Manager - Nutritionist - Pos. #00016			X										
Program Manager Grants Management			X	X			X						

PROPOSED STAFFING PLAN FOR SINGLE ORGANIZATIONAL UNIT

Title and Position Incumbently by Equivalent Title	2. Percent of Time on Duty		3. Status of Position		4. Position Characteristics				5. Work Force Composition			
	Title III	Title VII	Indicate (✓) Positions Currently Filled	Indicate (✓) Positions Filled Within Quarter Will be Filled	M	F	Under 60	60 to Over	a. American Indian	b. Negro	c. Spanish Language	d. Other
Program Manager - (ESO) Pos. #00009			X		X		X			X		
Regional Project Director - Pos. #09016			X		X		X					
Research Analyst Pos. # 09048			X		X		X					
Research Analyst Pos. #09035			X		X		X					
Research Analyst Pos. #09001			X			X	X					
Research Analyst Pos. #09010			X		X		X					
Research Assistant Pos. # 09009			X			X						
Semi-Senior Accountant Pos #09010			XX			X	X			X		
Semi-Senior Accountant Pos. #09011												
Semi-Senior Accountant Pos. #09051												

OR SINGLE ORGANIZATIONAL UNIT

Appendix A

If Percentage is Currently 1 then, $\text{Percentage} = (\sqrt{\text{Percentage}})$ and Staff Member is:

Title III	Title VII	Indicate (✓) Positions, Currently Filled	If Proposed Position, Enter Fiscal Year Quarter Position Will be Filled	Sex		Age		Racial Ethnic Composition			
				M	F	Under 60	60 or Over	a. American Indian	b. Negro	c. Spanish Language	d. Other
Office Professional											
Senior Accountant Pos. # 09047		X		X		X					
Senior Accountant Pos. #00008		X		X		X					
Senior Accountant Pos. #09011		X		X			X				
Social Service Specialist Pos. #00020											
Special Assistant to Secretary - Pos. #00008											
Supervisor of Information Pos. #00012		X			X				X		
Supervisor of Office Systems - Pos. #00013											
Supervisor of Training Pos. # 00021		X		X		X					

6. Identify Each Position Individually by Descriptive Title	2. Percent of Time on Duty		3. Status of Position		Sex		Age		a. American Indian	b. Negro	Racial Ethnic Composition		
	Table III	Table VII	Indicate (✓) Positions Currently Filled	If Proposed Position, Enter Total Year Quarters Position Will be Filled	M	F	Under 30	30 or Over			c. Spanish Language	d. Oriental	e. Other
Clerical													
Head Clerk - Pos. #0003			X			X	X						
Head Clerk - Pos. #0005			X			X	X						
Head Clerk - Pos. #9035			X			X		X					
Head Clerk, Pos. #9002													
Head Clerk - Pos. #09002			X			X	X						
Junior Clerk - Pos. #09004			X		X		X			X			
Junior Clerk & Stenographer - Pos. #00006			X			X	X						
Junior Clerk & Stenographer - Pos. #09036						X							
Junior Clerk & Stenographer - Pos. #09037													
Principal Bookkeeper Pos. #09052			X			X							
Principal Clerk Pos. #00007			X			X	X			X			
Principal Clerk Pos. #09006													
Principal Clerk Pos. #09007			X			X	X						

1. Identify Each Position Individually by Designative Title	2. Percent of Time to be Filled		3. Status of Position		4. Sex		5. Age		6. If Position is Currently Filled, Indicate (X) if Staff Member is			7. Racial Ethnic Composition		
	Title III	Title VII	Indicate (X) if Position is Currently Filled	If Proposed Position, Indicate Year Quarter Position Will be Filled	M	F	Under 60	60 or Over	a. American Indian	b. Negro	c. Spanish Language	d. Oriental		
Clerical • Principal Clerk Pos #09032 • Principal Clerk Pos. #09053			X		X		X							
Senior Clerk & Stenographer Pos. #09041			X		X		X							
Senior Clerk & Typist Pos. #00009														
Senior Clerk & Typist Pos. #00010														
Senior Clerk & Typist Pos. # 00011														
Senior Clerk & Typist Pos. #09012			X		X		X							
Senior Clerk & Typist Pos. #09013			X		X		X							
Senior Clerk & Typist Pos: #09014														
Senior Clerk & Typist Pos #00009			X		X									
Senior Clerk & Typist Pos. #00017			X		X									
Senior Clerk & Typist Pos. #00018			X		X									
Senior Clerk & Typist Pos #00019			X		X									

CHARACTERISTICS OF STATE'S OLDER POPULATION
BY PLANNING AND SERVICE AREA

1. Planning and Service Area (Identify by Number)	2. Total Population in Area	3. Population Aged 60 or Over in Area	4. Percent of Total State Population Aged 60 or Over Represented in Area	5. Racial/Ethnic Composition of Population Aged 60 or Over (By Number)					6. Percent of Total State Minority Population Aged 60 or Over Represented in Area	7. Population Aged 60 or Over With Income Below Poverty Level in Area	8. Percent of Total State Population Aged 60 or Over With Income Below Poverty Level Represented in Area
				a. American Indian	b. Negro	c. Spanish Language	d. Oriental	e. Other			
IA	157,246	25,993	2.81%	13	146	103	89	N/A	1.50%	5219	3.13%
IB	76,927	12,673	1.37%	12	50	171	127	"	1.62%	2850	1.71%
IC	136,831	21,575	1.90%	14	58	220	168	"	2.06%	3351	2.01%
ID	179,974	25,993	2.81%	11	0	40	137	"	0.85%	6502	3.89%
IE	296,829	46,805	5.06%	0	1203	193	204	"	7.23%	8096	5.33%
II	689,010	106,190	11.48%	15	760	597	72	"	6.50%	20,334	12.10%
III	2,350,695	356,865	38.57%	16	2176	670	505	"	15.15%	53,706	32.15%
IV	913,888	144,855	15.66%	79	833	707	78	"	7.63%	31,346	18.77%
V	486,195	70,855	7.66%	10	507	734	137	"	6.24%	15,698	9.40%
VI	674,727	117,290	12.60%	79	8222	2565	505	"	51.14%	19,088	11.43%

TOTALS 5,962,328 925,094 (249 13,955 6,000 2,022) 166,990

(22,226)

FY 19 76

STATE ADVISORY COMMITTEE ON AGING

- I. The State Advisory Committee on Aging has ☒ has not ☐
reviewed the State plan prior to submission to the Governor

- II. Describe the responsibilities, functions and composition of the
State Advisory Committee on Aging

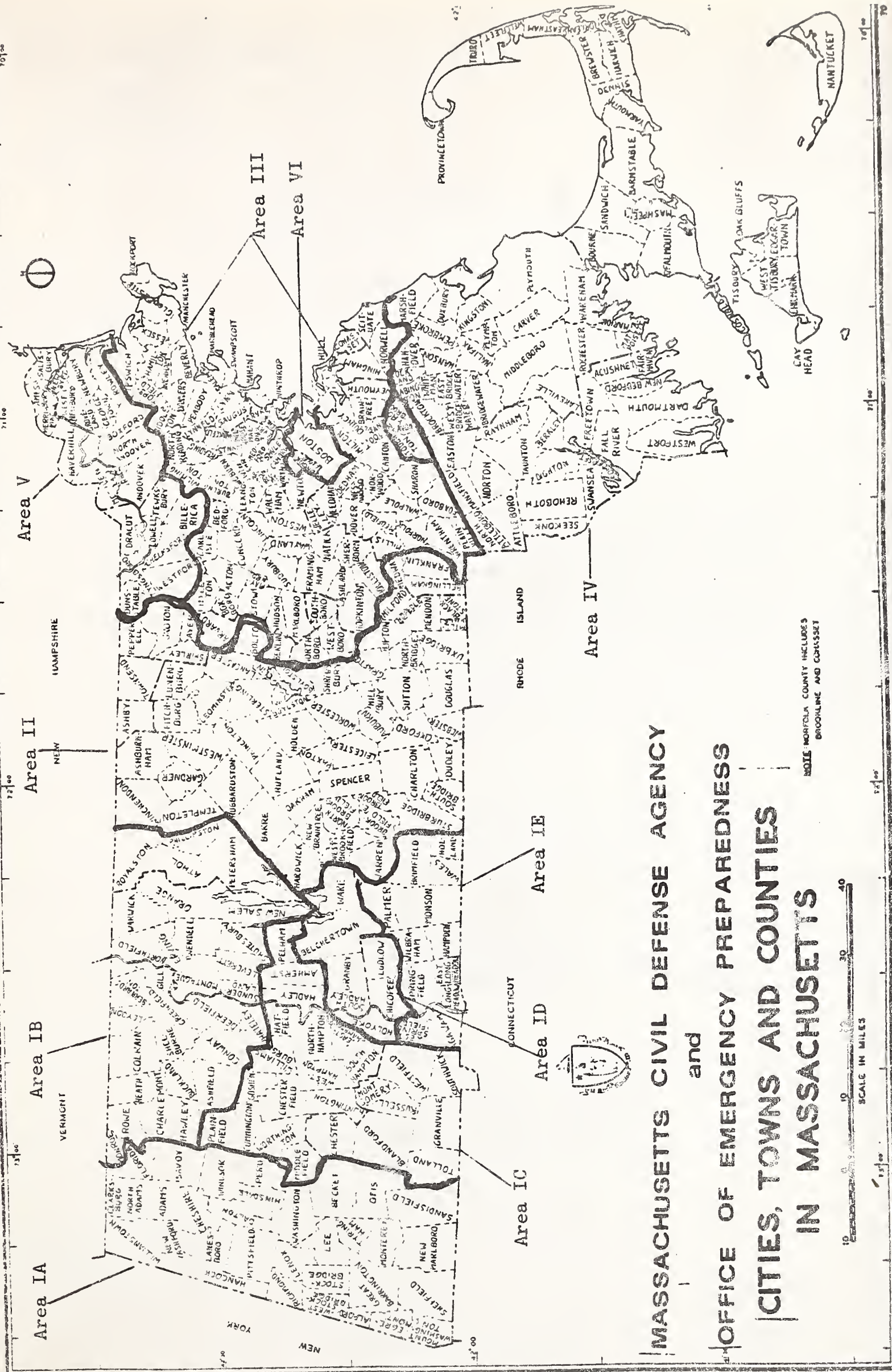
The Department of Elder Affairs Citizen Advisory Board, as mandated in Chapter 19A of the Massachusetts General Laws, "shall advise and assist the secretary on matters relating to the special needs of elderly persons and assist the secretary in making appraisals of needs of the elderly and evaluations of programs required by this legislation". The Board shall meet a minimum of quarterly.

The composition of the Citizen Advisory Board is as follows:
44 members, 66% male, 34% female, 14% minorities, 66% age 55 and over. The membership represents the following organizations and agencies with a demonstrated interest in issues attendant to the elderly: 29% social services, 18% education, 7% business labor, 5% media, 5% law, and 2% medicine. The remaining 34% are older persons actively involved in elder affairs organizations or agencies. Over one-half of the participants are actively involved as consumers in programs directed by the Department of Elder Affairs.

STATE _____

FY 19 _____

/ Map of planning and service areas for the State/



MASSACHUSETTS CIVIL DEFENSE AGENCY
and
OFFICE OF EMERGENCY PREPAREDNESS
CITIES, TOWNS AND COUNTIES
IN MASSACHUSETTS

NOTE: MONROE COUNTY INCLUDES
BROOKLINE AND CAMBRIDGE

KEY CHART TO MAP WHICH IDENTIFIES
THE PLANNING AND SERVICE AREAS FOR THE STATE
(See Instructions for Completion of State Plan)

1. Planning and Service Areas (Identify by Number)	2. Identify the Counties, Metropolitan Areas, and Indian Reservations within each Planning and Service Area
IA	Berkshire County
IB	Franklin County, Towns of Athol, Petersham, Phillipston and Royalston in Worcester County
IC	City of Northampton and Towns of Amherst, Chesterfield, Cummington, Easthampton, Goshen, Hadley, Huntington, Middlefield, Pelham, Plainfield, Southampton, Westhampton, Williamsburg, and Worthington in Hampshire County; and the City of Westfield and the Towns of Blandford, Chester, Granville, Montgomery, Russell, Southwick, and Tolland in Hampden County
ID	Cities of Chicopee and Holyoke and Town of Ludlow in Hampden County; and Towns of Belchertown, Granby, South Hadley and Ware in Hampshire County.
IE	City of Springfield and the Towns of Agawam, Brimfield, East Longmeadow, Hampden, Holland, Longmeadow, Monson, Palmer, Wales, West Springfield and Wilbraham in Hampden County
II	Worcester County, the Towns of Athol, Harvard, North- borough, Petersham, Phillipston, Royalston, South- borough and Westborough excepted; the Towns of Ashby, Ayer, Groton, Pepperell, Shirley and Townsend in Middlesex County; and the Towns of Bellingham, Franklin and Medway in Norfolk County

(Attach Continuation Sheets as Needed)

KEY CHART TO MAP WHICH IDENTIFIES
THE PLANNING AND SERVICE AREAS FOR THE STATE
(See Instructions for Completion of State Plan)

1. Planning and Service Areas (Identify by Number)	2. Identify the Counties, Metropolitan Areas, and Indian Reservations within each Planning and Service Area
III	Middlesex County, the City of Lowell, and the Towns of Ashby, Ayer, Billerica, Chelmsford, Dracut, Dunstable, Groton, Pepperell, Shirley, Tewksbury, Townsend, Tyngsborough and Westford excepted; Norfolk County, the Towns of Avon, Bellingham, Franklin, Medway, and Stoughton excepted; Towns of Harvard, Northborough, Southborough, and Westborough in Worcester County; the Cities of Beverly, Gloucester, Lynn, Peabody, and Salem, and the Towns of Essex, Hamilton, Ipswich, Lynnfield, Manchester, Marblehead, Middleton, Nahant, Rockport, Saugus, Swampscott, Topsfield, and Wenham in Essex County; the Towns of Hingham, Hull, Norwell and Scituate in Plymouth County; the Cities of Chelsea & Revere & the Town of Winthrop in Suffolk County
IV	Barnstable County; Bristol County; Dukes County; Nantucket County; and Plymouth County, the Towns of Hingham, Hull, Norwell and Scituate excepted; and the Towns of Avon and Stoughton in Norfolk County
V	Cities of Haverhill, Lawrence, Methuen, and Newburyport, and the Towns of Amesbury, Andover, Boxford, Georgetown, Groveland, Merrimac, Newbury, North Andover, Rowley, West Newbury and Salisbury in Essex County; and the City of Lowell and the Towns of Billerica, Chelmsford, Dracut, Dunstable, Tewksbury, Tyngsborough and Westford in Middlesex County
VI	City of Boston in Suffolk County

(Attach Continuation Sheets as Needed)

PART V: SUPPLEMENTAL EXHIBITS

FY 1976CERTIFICATION REGARDING THE DESIGNATION OF PLANNING
AND SERVICE AREAS IN THE STATE

(This form is to be completed only if there has been a change in the boundaries of planning and service areas from what was presented in the State plan approved for the previous Fiscal Year)

a. Certification of compliance with the clearinghouse process established in accordance with OMB Circular A-95.

This is to certify that the provisions of OMB Circular A-95 have been carried out with regard to the designation of planning and service areas in the State.

This is to certify also that (check appropriate box):

☒ No comments have been received from the appropriate clearinghouse(s).

☐ The comments of the appropriate clearinghouse(s) have been considered in the designation of planning and service areas in the State; such comments are attached to this State plan.

b. The State agency has divided the State in accordance with the following boundaries:

☐ Office of Management and Budget Circular A-95 issued pursuant to the Intergovernmental Cooperation Act of 1968

☒ Other (Identify)

The standard sub-state districts plus the City of Boston have been designated as Planning and Service Areas except in Area I, the western part of the State. In the latter case the five program service areas have been designated. These program service areas are existing areas within the State which were drawn for the planning and administration of social service programs. (cf: CFR, Title 45, Chapter IX, part 903.57 (b) (1)).

The area boundaries are a product of the efforts stimulated by OMB Circular A-95. The basic building blocks of the Standard Sub-State Districts, and of the Program Service Areas are the Regional Planning Authorities which work under Section 701 requirements, and Human Services catchment areas established in response to the Comprehensive Health Planning Act.

If any changes are made in these boundaries, the State agency will respect them, and will submit a revised plan based on the changes.

FY 19 76DIRECT PROVISION OF SOCIAL SERVICES
BY THE STATE AGENCY

In keeping with §903.53 of the Regulations, where the State agency requests approval to provide social services directly, the State agency shall complete the following information: the service(s) to be provided, area and population to be served, a justification for such provision directly by the State agency, and the manner in which the State agency is organized to provide such services.

N/A

MODIFIED
DEFINITION OF LOW INCOME

In keeping with §903.48 of the Regulations, the State agency here proposes a modified definition of the term "low income", including the relevant data which demonstrate that special factors affecting the economic status of older persons in the State require such modification.

Currently Massachusetts is planning for the implementation of Title XX of the Social Security Act. In order to provide the Commonwealth's elderly with the benefits of Title XX, the State Agency plans to adopt the age and income criteria which will be used for establishing eligibility. This criteria relates to persons sixty (60) years of age or older, who are single and have an income of \$4800.00 or less; or who are a couple and have an income of \$7300.00 or less. These age and income levels were decided to be most effective in affording the greatest number of low-income elderly with needed services they might otherwise not receive. There are approximately 346,321 people who are included in the above eligibility criteria. It is estimated that twelve (12) per cent or 41,560 of these people will be considered "in-need" of social service delivery during Fiscal Year 1976.

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